



Specialist I

Department: Juvenile Probation
Location: Jim Thorpe, PA
Hours: (M-F) 8:30am – 4:30pm
Job Posting # 78

Salary: \$14.91 per hour
Post Date: November 20, 2025

Application Deadline: Open Until Filled

Department Profile:

The Juvenile Probation Office provides delinquent youths with programs of supervision, care, and rehabilitation utilizing a balanced approach of protection of the community, accountability for offenses committed, and development of competencies in order to become responsible and productive members of the community. The utilization of the Pennsylvania Juvenile Justice System Enhancement Strategy (JJSES) ensures proper assessment and case plan tools are in place and policies are reviewed annually. All misdemeanor and felony charges filed against minors, age 10 to 17, are processed by the Juvenile Probation Department.

◆ Typical Duties

The essential functions of this position are to type notifications and departmental documents as required; open, sort and distribute mail; sort and file correspondence and departmental documents, open and maintain files on various cases; operate computer, copy machine and other office equipment as needed; assist callers on questions and direct calls to appropriate individuals; mail notifications and other necessary information; docket and expunge cases when required; maintain agency database by inputting information on offenders; participate in departmental meetings; maintain and enter data and statistical information as required; and **maintain offender confidence and protect agency operations by keeping information confidential.**

◆ Minimum Qualifications

Applicant must be able to understand the English language and follow oral and written instructions; must possess excellent math and problem-solving skills and abilities; must possess the ability to maintain confidentiality in regard to client information and records; must possess the technical knowledge of operating personal computers and other office equipment; must possess the ability to establish and maintain an effective working relationship with staff and the general public.

◆ Additional Qualifications/Preferences

- Applicant must possess a high school diploma or equivalent, plus some clerical and computer training. Experience working in a law office, county government or court system preferred; must possess a valid Pennsylvania Driver's license and proof of insurance.
- Applicant must complete a criminal background investigation and pre-employment drug screen in addition to on-going random drug screens when employed.

How to Apply

Applications to be filed with Karen Sweeney in Court Administration.

Application and job description may be obtained from:

Karen Sweeney, Assistant Court Administrator

Carbon County Courthouse, Court Administration Office, 3rd Floor

4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229

Telephone: (570) 325-8556 Extension 3200, Fax (570) 325-9449

Email: klsweeney@carboncourts.com or the application may be downloaded on line at www.carboncourts.com

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.