

**COUNTY OF CARBON – INTERNAL POSTING
JOB ANNOUNCEMENT - UNION POSITION**

BULLETIN: #12

POST DATE: December 7th, 2018 - Only accepting internal applications.
Applications and job description may be obtained from:
Kelly Hamm, Assistant Court Administrator
Carbon County Courthouse, Court Administration Office
4 Broadway, 3rd Floor, P.O. Box 131, Jim Thorpe, PA 18229
(570) 325-8556 - Extension #3202 or online at www.carboncourts.com

APPLICATION DEADLINE DATE: December 14th, 2018
Applications to be filed with Court Administration.

DEPARTMENT: Adult Probation/Parole Department

POSITION: Probation Officer I (Union Position) – Position becomes available January 2, 2019.

RATE OF PAY: \$15.00 per hour

HOURS WORKED: 8:30 A.M. - 4:30 P.M. (35 hours per week)

This is an entry-level position supervising and counseling adult criminal offenders. A position in this class enforces rules and regulations governing the offender's status; gathers information from offenders; determines assistance needed by the offender; prepares individualized treatment plans; testifies in court; conducts extensive fieldwork; arrests offenders in violation of conditions; confiscates weapons and contraband; conducts pre-parole and pre-sentence investigations; enrolls offenders in accordance with the requirements of the Adam Walsh Act. Work includes preparing reports, performing investigations and managing a caseload assigned on an appropriate basis. Assignments increase in scope and complexity as the employee develops experience and skill in the field. A position in this class is differentiated from those in related classes by the incumbent's responsibility for carrying out assigned duties and the potential element of danger involved with dealing with adult criminal offenders.

Applicant must possess basic knowledge of casework principles and practices; counseling methods and techniques; principles and policies of adult probation/parole systems; individual and group behavior with individuals involved in delinquent behavior.

Applicant must complete a criminal background investigation; psychological examination; physical examination; pre-employment drug screen; basic orientation at adult probation/parole academy; firearms academy and self-defense tactics training.

Applicant must possess a bachelor's degree with major casework in psychology, social work, counseling, criminal justice or closely related field.

Applicant must possess a valid Pennsylvania Driver's License.

AN EQUAL OPPORTUNITY EMPLOYER