



Court Administration
Lehigh County Courthouse
455 West Hamilton Street
Allentown, Pennsylvania 18101
610-782-3014

POSITION: Chief Juvenile Probation Officer
DEPARTMENT: Lehigh County Juvenile Probation Department,
31st Judicial District
SALARY: \$82,326

RESPONSIBILITIES:

Directs and oversees the operations of the County's Juvenile Probation Department to ensure that all aspects of the agency's programs operate in an effective and efficient manner. Responsibilities will include, but are not limited to, the following:

- Establish and implement departmental policy and procedures;
- Develop and modify casework technique;
- Review and research legal cases;
- Manage and direct supervisory staff;
- Prepare/administer departmental budget;
- Oversee and direct departmental programs and functions;
- All personnel matters, including hiring, promotions and terminations;
- Act as liaison between department and other offices within the judiciary, County, State and Federal systems and community;

EDUCATION, EXPERIENCE & ABILITIES:

- Bachelor's degree with major course work in criminal justice, psychology, social work, counseling or closely related field.
- Five years of experience as a probation officer or experience in a closely related field such as criminal justice or counseling.
- Comprehensive knowledge of the principles and policies of the Adult Probation and Parole system, as well as sound knowledge of judicial practices and procedures.

- Excellent organizational and analytical skills for administrating and directing personnel.
- Knowledge of various computer systems used by the Juvenile Probation Department including, but not limited to: JCMS, CPCMS, KEA, JNET, and Microsoft applications.
- Strong written and verbal skills.
- Criminal background checks required: Penn Dot, Child Abuse Clearance, Pennsylvania Criminal Clearance, FBI Clearance.
- Valid driver's license.

HOW TO APPLY:

Interested candidates are requested to email an [application](#), resume, and cover letter noting position title, to: johnsikora@lehighcounty.org

John J. Sikora
Deputy Court Administrator
Lehigh County Court of Common Pleas
610-782-3181

DEADLINE FOR APPLICATIONS – Friday, October 30, 2020