

JOB OPENING

DEPARTMENT: Mifflin County Probation/Parole

POSITION: Probation Officer

NUMBER OF OPENINGS: 1

QUALIFICATIONS: Interested individuals must have a Bachelor's Degree

DUTIES AND RESPONSIBILITIES: See attached job description

PAY GRADE: Pay grade 12

To apply, submit a cover letter and resume by August 7, 2026, to the Mifflin County Probation/Parole Office, 101 West Third St., Lewistown, PA 17044; fax 717-248-4425; or email Nick Wolfkiel, Chief Probation Officer, nwolfkiel@mifflincountypa.gov.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Mifflin County Position Description

Position Title: Probation Officer
Pay Grade: 12
Pay Rate: \$22.68/hr.

Department: Probation
Reports to: Juvenile & Adult
Probation Supervisor

Purpose of Position

The purpose of this position is to supervise adult and juvenile probationers; complete investigations and provide information and assistance to the Court as required.

Essential Duties and Responsibilities.

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervise adult and juvenile probationers and adult parolees.
- Establish and enforce compliance with conditions of supervision.
- Arrest and detain probation and parole violators.
- Administer drug and alcohol tests.
- Refer clients to counseling and/or other human service agencies as appropriate and perform follow-up as liaison between agencies, clients and the courts..
- Provide counseling to clients and their families.
- Complete pre-sentence investigations and social histories.
- Schedule and provide testimony at revocation proceedings.
- Attend and participate in arraignment, guilty pleas, juvenile adjudications and dispositional hearings.
- Write parole orders and juvenile after-care plans.
- Compute and complete guideline sentencing forms.
- Write parole orders and juvenile after-care plans.

Probation Officer

- Computes and completes guideline sentencing forms.
- Investigate and make recommendations to the Court for prison furloughs and work-release.
- Coordinates electronic monitoring and voice ID programs.
- Work with victim witness program.
- Authorize the secure detention of juveniles.
- Transport juveniles to and from detention and other placements. **Minimum**

Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree with at least 18 credits in the behavioral or social sciences from an accredited college or university.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

- Ability to operate a variety of office equipment including computer, calculator, typewriter, telephone, etc.
- Ability to operate breath testing equipment and administer drug tests.
- Must be able to speak and understand the English language and must possess a valid Pennsylvania driver's license.
- Ability to install electronic monitoring equipment.
- Successfully pass psychological and physical examinations.
- Successfully pass Firearms Training Academy.
- Receive certification for Non-lethal Weapons along with Pressure Point and Control Tactics.
- Ability to physically carry out arrest or detainment of both, adult and juvenile offenders, with possible use of force as may be required.
- Must be able to sit for long periods throughout the workday with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out job duties.

- Must work well with others without regard to race, religion, color, sex, gender identity, sexual preference, ancestry, age, national origin, disability, marital or veteran status or economic and educational backgrounds.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; must possess working knowledge of spreadsheet software programs.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including psychological evaluations, school records, police records, medical information, etc.
- Conversant in legal terminology and various legal documents
- Ability to use prescribed formats and conforming to all rules of punctuation, grammar diction and style
- Ability to record and deliver information, explain procedures, and follow instructions
- Ability to effectively communicate verbally and in writing with attorneys, judges, school personnel, probation officers and others

Environmental Adaptability

- Ability to work effectively in an office, computer and internet environment
- Ability to work effectively in potentially hazardous situations
- Function independently; be flexible with personal integrity; must manage assigned caseload with knowledge of applicable policies and procedures.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.