

TO: Crawford County Employees

FROM: Holly K. Hildebran, Chief Juvenile Probation Officer

RE: Juvenile Probation Officer Position

DATE: May 29, 2025

Crawford County Juvenile Probation Department is accepting applications for a Full Time Juvenile Probation Officer. This position is a court appointed position and reports to the President Judge and Chief Juvenile Probation Officer.

A Bachelor's degree in Criminal Justice or related field of study is required. Act 33/34 Child Abuse/Criminal History and Act 114 FBI Clearances are required.

Essential functions of the position include case load management and supervision of delinquent youth, case planning, use of evidence-based practices, court report writing, court presentation and testimony, risk/needs assessments, arrests, restitution and financial collection, service agency referrals, drug screening, on-call pager, and various other skills essential to the supervision and interaction with youth, family and professionals.

Starting salary is \$22.20/hour- 35 hours/weekly, with step range for wage increases. Full time standard county benefits, earned vacation/sick and county holidays.

Hours are 8:30am-4:30pm, Monday-Friday, and require flexibility and on-call duties.

This position is covered by SEIU Local 668, Court Appointed Unit.

Applications are available in person at the Juvenile Probation Office, County Human Resources Department or online at the Crawford County website.

Applicants may apply by delivering or emailing a complete application and resume to the Crawford County Juvenile Probation Department, 286 Chestnut Street, Meadville, PA 16335, attention Holly K. Hildebran. Email: hvarndell@co.crawford.pa.us

Crawford County is an Equal Opportunity Employer.

PA Supreme Court prohibition against political activity by Court appointed employees applies to employees of the Department. Employees of the Court are considered "at will" employees

Applications will be accepted until Friday, June 13, 2025.