



## JUVENILE PROBATION PERSONNEL TRANSACTION REPORT

### POSITION INFORMATION:

County: \_\_\_\_\_ Starting Salary: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ Start Date: \_\_\_\_\_

This hire will fill a  vacant or  newly created position.

### APPOINTEE INFORMATION:

Employee Name: \_\_\_\_\_

### EDUCATION:

Undergraduate Degree/Major: \_\_\_\_\_

College/University: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

Graduate Degree/Major: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

### APPOINTING AUTHORITY:

### COMPLETED BY:

\_\_\_\_\_  
Name of Judge

\_\_\_\_\_  
Chief Probation Officer

\_\_\_\_\_  
Date

*Pursuant to the Standards Governing the Operation of a Juvenile Probation Merit System (Title 37 § 200.1002. d.), **this form and a copy of the appointee's college transcript** shall be completed and submitted to the JCJC within ten working days of the filling of any juvenile probation officer position. Compliance with this Standard is a requirement for participation in the JCJC's Juvenile Probation Services Grant Program.*

**Please Return To:** Angel Stewart

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