

Job Posting: Notice of Vacancy

It is the intention of the Thirteenth Judicial Circuit Probation Department to fill a vacancy in the following job classification.

Job Classification: Probation Supervisor
Location: Thirteenth Circuit (Ottawa Office)

Department: Thirteenth Judicial Circuit Probation Department
119 W. Madison Street
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm

Wage Range: \$ 49,911 starting annually

Position is: Non-Union

See Job Description for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing all required application materials (***See attached application instructions***) and return to:

Thirteenth Judicial Circuit Probation Services
C/O: Charles M. Goodwin
Director of Court Services
119 West Madison Street,
Ottawa, IL 61350

Application Deadline: Open Until Filled

LaSalle County

Job Description



Job title: Supervisor of Probation

Work Location: Assigned Courthouse (Princeton, Ottawa, Morris)

Division/Department: Probation and Court Services

Reports to: Director of Probation Services

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

The primary responsibility of this position is to supervise Juvenile and Adult Probation Officers and clients.

- Supervise and prepare programs for clients
- Assign cases
- Assign, review and approve Juvenile Custody Reports, Adoption Investigations and Social Histories
- Assign, review and approve Adult Presentence Investigations
- Prepare Juvenile Custody Reports, Adoption Investigations and Social Histories, and Adult Pre-sentence Investigations
- Evaluate line staff
- Ensure all records and statistics are kept and Court deadlines are met
- Ensure all line staff are completing State Supervision Requirements
- Audit caseload of each probation officer
- Ensure appropriate assessment and reclassification of clients is completed as outlined by the Adult and Juvenile Risk guidelines
- Ensure all transfer cases meet with compliance for Adult and Juvenile in the Intra-state and Interstate Compacts
- Develop knowledge of, and awareness of any evolving changes of the current Juvenile and Adult Risk assessment programs
- Develop knowledge of, and awareness of any evolving changes to the Intra-state and Interstate Compact systems
- Manage all assigned staff within the AOIC Training Portal
- Manage assigned officers within the appropriate case management system of the respective counties
- Coordinate and attend any meetings for grant funded programs, as determined
- Receive and attempt to solve grievances
- Inform Director of Probation Services of needs of department
- Public Speaking
- Testify in Court
- Crisis Intervention
- Work and cooperate with service providers and other departments within the county
- Assist in training and perform duties as assigned or required
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual
- Meet with officers in the office and at field site locations

Education and/or Work Experience Requirements:

- A Master's degree in Management, Public Administration, Criminal Justice, or Social Service, and One (1) or more year's employment in Probation/Court Services.

- A bachelor's degree and two or more years of employment in Probation/Court Services.
- Valid Illinois Drivers License, required.
- Must be able to operate office equipment and have experience with Microsoft Office programs.
- Strong verbal and written communication skills, including the ability to effectively communicate with internal departments and externally within the scope of the judicial system.
- Ability to work with minimal supervision.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting (4-6 hrs), standing/walking (2-4hrs) This position may experience occasional standing, walking, lifting, reaching and grasping and repetitive movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date:

APPLICATIONS FOR EMPLOYMENT

- **COVER LETTER AND RESUME**

- **THIRTEENTH JUDICIAL CIRCUIT COURT SERVICES
C/O CHARLES M. GOODWIN, DIRECTOR
119 W. MADISON ST. ROOM 402
OTTAWA, IL. 61350**

- **LASALLE COUNTY APPLICATION FOR EMPLOYMENT**

- **APPLICATION CAN BE FOUND ONLINE AT THE FOLLOWING LINK**
- **<http://www.lasallecounty.org/employment/>**

-MUST BE FILLED OUT COMPLETELY

-IN HISTORY OF EMPLOYMENT, BE SURE TO MARK WHETHER CURRENT, OR PAST EMPLOYERS MAY BE CONTACTED

- **A.O.I.C. HIRING ELIGIBILITY-PROBATION/COURT SERVICES
EMPLOYMENT/PROMOTION APPLICATION**

- **APPLICATION CAN BE FOUND ONLINE AT THE FOLLOWING LINK**
- **<http://www.state.il.us/court/Administrative/forms/Probation/Employment/>**

-MUST HAVE COMPLETED FOUR YEAR COLLEGE DEGREE, AND MEET THE A.O.I.C. MINIMUM QUALIFICATIONS FOR EACH POSITION LEVEL, TO BE ELIGIBLE FOR HIRE

-OFFICIAL TRANSCRIPTS MUST BE SENT TO THE A.O.I.C. IN SPRINGFIELD

-COPY OF TRANSCRIPTS MUST ALSO BE SENT, ALONG WITH COPY OF THIS APPLICATION, TO THE OFFICE OF THE CHIEF JUDGE FOR THE 13TH JUDICIAL CIRCUIT