

**THIRTEENTH JUDICIAL CIRCUIT PROBATION DEPARTMENT
POSITION ANNOUNCEMENT
ADULT PROBATION OFFICER (SPECIALTY COURT)**

LaSalle COUNTY OFFICE

QUALIFICATIONS & DUTIES

Adult Probation Officer (Specialty Court), a non-supervisory position, shall have a Bachelor's Degree from an accredited college or university, preferably with major course work in criminal justice, psychology, sociology, social work, or related social science, and shall have a valid State of Illinois driver's license. Two years' experience in the probation field or an equivalent combination of training and experience and considerable knowledge of casework practices and philosophy, knowledge of community resources, knowledge of individual and group behavior, research in the field of social work and practices, and knowledge of social and psychological issues regarding mental health treatment and drug addiction are preferred.

The officer will be assigned to work with the LaSalle County Mental Health Court, the LaSalle County Drug Court and will also assist with the development of additional specialty courts within the Circuit. The Adult Specialty Court Probation Officer position will be supervised by an Adult Probation Supervisor.

Examples of duties to be performed:

- **Meets weekly with the Drug Court and Treatment Alternative Court team.**
- **Completes probation intake and risk/need assessment (ARA)**
- **Provides program information and expectations to offenders and families**
- **Evaluates candidate as to program understanding and commitment**
- **Solicits input from other sources such as family, police, school officials, employers and therapists to complete a supervision plan.**
- **Counsels, directs and motivates offenders to meet and successfully complete their probation team**
- **Assesses needs of offenders and families and makes appropriate referrals**
- **Seeks, develops, maintains and/or refers to community services sites**
- **Provides frequent and consistent supervision of offenders as needed.**
- **Appropriately monitors social activities and home environments.**
- **Maintains case files, contact logs and court records on each offender.**
- **Arranges and monitors payment of restitution, fees and fines**
- **Monitors compliance with all court orders**
- **Performs record checks**
- **Monitors and documents program compliance**
- **Initiates violation of probation proceedings or other program sanctions**
- **Provides crisis intervention services.**
- **Recommends incentives for positive step completion**
- **Complies with departmental policy and procedures**
- **Conducts drug testing of clients**
- **Conducts medication monitoring**

- **Other duties as assigned or required**

Starting Base Salary: \$45,590

Position: Fulltime-Union Position, with LaSalle County Employee Benefits Package

Application Deadline: Open Until Filled

Application Process: Submit cover letters, resume and LaSalle County Application

Application materials will be sent to:

**Susan Dobbs
Director of Probation
119 W. Madison Street, Room 404
Ottawa, IL 61350**

**All applicants must be certified as eligible by the Administrative Office of the Illinois Courts.
Applications for certification may be obtained at www.state.il.us/court.**

All applicant finalists will be subjected to a criminal history check.

LaSalle County

Job Description



Job title: Adult Probation Officer (Specialty Court)

Work Location: Courthouse (Bureau, Grundy, or LaSalle County)

Division/Department: Probation and Court Services

Reports to: Probation Supervisor

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 Adult probationers.

- Meets weekly with the designated Specialty Court Team
- Completes probation intake and risk/need assessment
- Provides program information and expectations to offenders and families
- Evaluates candidates as to program understanding and commitment
- Solicits input from other sources such as family, police, school officials, employers, and therapists to complete a Supervision plan
- Counsels, directs and motivates offenders to meet and successfully complete their probation term
- Assesses needs of offenders and families and makes appropriate referrals
- Provides frequent and consistent supervision of offenders as needed
- Maintains case files, contact logs and court records on each offender
- Monitors compliance with all court orders
- Performs records checks
- Monitors and documents program compliance
- Initiates violation of probation proceedings or other program sanctions
- Crisis Intervention
- Complies with departmental policy and procedures
- Conducts drug testing of clients
- Conducts medication monitoring
- Perform other duties as assigned or required
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- The Adult Probation Officer is a non-supervisory probation position
- A Bachelor's degree from an accredited college or university, preferably with major course work in Criminal Justice, Psychology, Sociology, Social Work, or related Social Science
- Two years' experience in the probation field or an equivalent combination of training and experience and considerable knowledge of casework practices and philosophy, knowledge of community resources, knowledge of individual and group behavior, research in the field of social work and practices, and knowledge of social and psychological issues regarding mental health treatment and drug addiction are preferred.
- 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

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: