

Twenty-Third Judicial Circuit
Kendall County Court Services
807 W. John St
Yorkville, IL 60560
Phone: 630-553-4180
Fax: 630-553-4120



POSITION OPENING

DEPARTMENT: Kendall County Court Services

TITLE: Special Programs: Sex Offender/ DV Officer (Pretrial Back Up)

RESPONSIBLE TO: Supervisor

RESPONSIBLE FOR:

DUTIES INCLUDE: See attached job description.
(Including but not limited to):

MINIMUM QUALIFICATIONS: Bachelor of Arts or Science Degree; preferably in Criminal Justice, Social Work, or Psychology

GENERAL EMPLOYMENT QUALIFICATIONS: In addition to the minimum educational requirements, successful applicant will have demonstrated ability in following:
* *Oral/Written Communication Skills*
* *Organizational skills*
* *Ability to Collaborate in Team Work Environment*
* *Efficiency*
* *Bi-lingual Preferred (English/Spanish)*

STARTING DATE: March 21, 2022 or after

STARTING SALARY: \$44,310.17 (Requires nontraditional hours including periodic nights and weekends)

APPLICATION DEADLINE: Open until filled /preference given to those received by 03-03-22

APPLICATION PROCESS: Cover letter and resumes accepted by:

Sheryl Burgess- Office Manager
Kendall County Court Services
807 W John St.
Yorkville, IL 60560
sburgess@co.kendall.il.us

Applicants need to be on state approval hiring list.

THOSE EMPLOYEES COVERED BY THE BARGAINING UNIT ARE REPRESENTED BY THE "METROPOLITAN ALLIANCE OF POLICE, CHAPTER 696." REGULAR MONTHLY FEES ARE ASSESSED IN THE AMOUNT OF \$36.00/MO.

"EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request"

KENDALL COUNTY - JOB DESCRIPTION

JOB TITLE: Sex Offense and Domestic Violence Officer

Non-Exempt

DEPARTMENT: Court Services

GENERAL SUMMARY

Under the direction of the Supervisor, the Sex Offense and Domestic Violence Program Officer will be responsible for service delivery to adult clients under his/her supervision within departmental and statutory guidelines designed to enhance public and victim safety. The officer is to supervise and broker resources to adult clients that are placed on a term of supervision by the 23rd Judicial Circuit Court. The officer is responsible for the achievement of departmental objectives, as well as ensuring high quality and cost effective service delivery systems. The officer performs special projects as directed by the Supervisor and/or Director.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Performs casework services that includes record checks, employment verifications, monthly sex offender mapping registration verifications, polygraph reviews, computer software monitoring, through day, night, weekend work hours and telephone contacts. Complete home contacts to verify compliance with program specific conditions.
2. Create and update case plans to meet the changing needs and progress of each individual client.
3. Complete Sex Offense/VOAY registration notification.
4. Communicate with victims per program policies.
5. Completes risk assessments as needed per the program standards (including offense specific ancillary assessments) and utilizes said risk assessments when determining the level of supervision.
6. For sex offense specific cases, collaborate with treatment providers, polygraph examiners, and the client's family/supportive others, utilizing the containment team approach for the purpose of developing collaborative case plans.
7. For domestic violence specific cases collaborate closely with PAIP providers to ensure that the clients are meeting treatment standards and utilizing skills and techniques learned in PAIP.
8. Performs urinalysis as needed and complete investigation and preparation of violation requests, sanctions (if applicable) and status reports.
9. Performs proper case documentation consistent with departmental policy.
10. Prepare and coordinates all information relative to the defendant's case in order to provide factual information in a timely and accurate manner for the court when called upon to testify.
11. Performs special projects and responsible for the successful completion of directives as specified by the Supervisor, and/or Director.
12. Responsible for adhering to the policies and procedures of Court Services.
13. Maintains a positive working relationship with allied agencies and other interested groups within the community.
14. Maintains awareness of current developments in the area of sex offender and domestic violence issues related to best practices in community supervision, as well as methods to improve service delivery.

15. Complies with all applicable statutes and keeps abreast of current developments in the area of probation.
16. Attends and participates in regularly scheduled staff meetings.
17. Attends treatment appointments and staffings with treatment providers as needed.
18. Provides backup for the pretrial unit in the form of assisting with criminal history verifications, verification of collateral information, properly utilizing the department approved risk assessment tool(s) and preparing completed bond reports as needed.
19. Submits and maintains accurate data entry to ensure effective outcomes and promote data driven decision making within the Kendall County Judicial System.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through the completion of a Bachelor's Degree from an accredited college or university and fulfillment of requirements as defined by the Administrative Office of the Illinois Courts hiring list.
2. Must possess writing skills necessary to complete reports for use by the Court and other professionals.
3. Must possess all communication and negotiation skills necessary to elicit information from probationers and communicate needs of probationers to other service providers.
4. Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a variety of caseload population as well as the work culture.
5. Requires planning, organizational, and time management skills necessary to prioritize a varied workload, complete investigations relative to information supplied by the client (and family) during the interview, and follow up with unverified information in a timely manner in order to complete the investigative reports and submit them to court three working days prior to the court date.
6. Requires analytical decision-making skills and problem solving skills in order to complete work and follow departmental policy and procedures relative to the performance of the position.
7. Requires all fact finding ability in order to complete background investigation, comply with applicable statutes, and compile monthly statistical reports that will be submitted to the Supervisor.
8. Ability to transport oneself in order to accomplish job performance requirements as dictated by Court Services policies and procedures, and AOIC requirements.
9. Requires working knowledge of Illinois Statutes, Victim rights and local practice of the Adult Courts.
10. Requires working knowledge of Word and Excel necessary to meet departmental deadlines.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Talking and hearing (perceiving sounds including the spoken word) are required 75% of the time. Carrying objects of less than 10 pounds of weight is required 75% of the time. Standing, walking, sitting are required approximately 50% of the time. Bending/twisting (of the next, back in order to move materials or people), reaching (extending hands or arms in order to push or pull or grasp an object of control) are required approximately 10% of the time. Sitting, stooping, kneeling, crouching, crawling, running, swimming, grappling (fighting with or struggling at close quarters to subdue or control, using hands, arms, and/or legs and feet), climbing using legs and feet (ascending or descending stairs or steps, walking up or down hill, climbing using legs and arms for support), balancing (maintaining one's balance in an unstable position), far vision (the ability to distinguish clearly at 20 feet or further, with glasses if needed), near vision (ability to do the same at 20 feet or less), lifting objects weighing 20 to greater than 100 pounds, and carrying objects 20 to 40 pounds are required in unusual or non-routine circumstances. Feeling using the sense of

touch to qualify position or objects, carrying objects weighing 50 pounds or greater, pushing or pulling (moving away or pulling towards by exerting force, 10 to 100 pounds) are not required.

WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS

Over 75% of the work time is spent inside protected from weather conditions, exposure to hazards such as mechanical, electrical. Wet and/or humid conditions, noise in excess of 90 decibels, hazards from fast moving vehicles are present approximately 25% of the time as is extreme heat temperatures or shifts in temperature. Approximately 10% of the time may experience high temperatures, vibrations, or mechanical hazards. Fumes, mist, gases, hazards from attack from a client are present only in unusual circumstances. Hazards from electrical, chemical, burns, explosives, radiant energy-radiation, heights above 12 feet, odors, dust, poor ventilation, a physically confined work space are not present.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Equipment used is keyboard, calculator, copy machine, computer terminal & laptop, facsimile machine, printing equipment, and telephone, cellular phone, body armor, flashlight, and camera. Transportation sufficient to accomplish job objectives will be needed. Personal protective equipment. Surgical gloves, face mask and obtaining urine in a urinalysis cup may be required.

REPORTING RELATIONSHIPS

Reports To: Supervisor
Directs Work Of: None/Individual Contributor

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon passing a criminal background check, drug test and the candidate obtaining a tuberculosis screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a ATwo-Step@ Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the Kendall County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

All employees with negative PPDs will be retested annually by Kendall County Health Department.

Prospective employee has been cleared through a criminal background check.

BLOODBORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print)

Employee Signature

Date

Name (Dept. Hd/Elected)

Title