

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: Hybrid Adult-Juvenile Probation Officer

RESPONSIBLE TO: Supervisor

RESPONSIBLE FOR: Supervising Adult Offenders placed on Probation in Kendall County but residing in another county or state and Juvenile Offenders residing in the county. Effective communication with the client, supervising county and court to ensure compliance with court ordered is critical to the success of this caseload. Responsible for preparing complete, accurate, and timely reports, as well as responding to the needs of the court.

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: 08-15-22 or after

STARTING SALARY: \$41,292.47 per year.

APPLICATION DEADLINE: Open until filled -preference given to those received by 08-01-22

APPLICATION PROCESS: Cover Letter and resumes accepted by:

Alice Elliott- Director
Kendall County Court Services
807 W John St.
Yorkville, IL 60560
aelliott@kendallcountyil.gov

*Applicants need to be on state approval hiring list.
<http://www.state.il.us/court/Administrative/forms/Probation/Employment/>*

THOSE EMPLOYEES COVERED BY THE BARGAINING UNIT ARE REPRESENTED BY THE "METROPOLITAN ALLIANCE OF POLICE, CHAPTER 696."

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

KENDALL COUNTY - JOB DESCRIPTION

JOB TITLE: Hybrid Adult-Juvenile Probation Officer

Eff Dt.: 07-15-22

Non-Exempt

DEPARTMENT: Court Services

GENERAL SUMMARY

Under the supervision of the Supervisor, the probation officer will supervise and broker both adult and juvenile offenders referred by the Twenty-Third Judicial Court. The officer will be responsible for service delivery to juvenile offenders and their guardians within departmental and statutory guidelines. The officer will be responsible for supervision of adult offenders sentenced to a term of probation by the Twenty-Third Judicial Court and reside outside of Kendall County geographical boundaries. The officer is responsible for adhering to all departmental policies, Interstate Compact and Administrative Office of Illinois Courts standards and rules regarding out of county/state transfers. 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.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Monitor the conditions of supervision and probation as set forth by the Twenty-Third Judicial Court and report any violations to the State's Attorney Office.
2. Supervise and counsel individuals placed under his/her supervision in order to achieve successful completion of court ordered terms and long term behavioral change utilizing supervision strategies and Core Correctional Practices as set forth by the department and the Administrative Office of Illinois Courts.
3. Investigates progress, or lack thereof, by gathering information from client, police, probation departments, family members, school, employment, and social service providers for the purpose of formulating a comprehensive plan of supervision and providing up to date information to the court.
4. Maintains communication with supervising jurisdictions verbally and in writing for the purpose of providing up to date information to the court regarding the status of the case.
5. Writes Juvenile Social History Investigations for use in sentencing and review hearings as ordered.
6. Maintains Face-to-Face, Virtual or phone contact per supervision level established by departmental supervision standards
7. Conduct timely and accurately scored risk and needs assessments through the use of any and all approved department risk assessment tools.
8. Maintains an accurate and timely historical record of all information related to probation cases under his/her supervision.
9. Refers clients and parents (when applicable) to community social service agencies, advocates for necessary services from the agencies and monitors progress through regular contact with said agency.
10. Develops and maintains positive working relationships with allied agencies and other interested groups within the co
11. Maintain confidentiality of clients and case information at all times as outlined in the Supreme Court of Illinois Confidential Policy, all applicable statutes and departmental policies.
12. Juvenile only- Coordinates with parents, schools, and social service providers to facilitate out of home placements at the courts direction and provides community based supervision to the minor both prior to and post placement.
13. Accurately enters client and case information into the departments' case management system to ensure accurate reporting of statistical information and determination of workload throughout the department.
14. Assesses on a continuous basis methods to improve service delivery.

07-15-22

15. Testifies in court as required by the judge.
16. Will attend staff meetings, court, staffings and home visits as ordered by the court and/or management.
17. Adhere to Probation Officer Act, any applicable statutes, 23rd Judicial Circuit Policies, Departmental policy and procedures and Kendall County Policies and Procedures.
18. Submits accurately documented time sheets and monthly schedule in a timely manner to supervisor for approval.
19. Performs special projects and responsible for successful completion of directives as specified by the Supervisor and/or Director.
20. Regular attendance and punctuality is required.

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 as well as communicate needs of clients to other service providers.
4. Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a variety of caseload populations as well as the work culture.
5. Requires planning, organizational, and time management skills necessary to prioritize a varied workload, prepare reports, and evaluate probationers' progress through the term of their supervision and meet necessary deadlines.
6. Requires analytical decision-making skills and problem solving skills in order to deliver casework supervision and follow departmental policy and procedures relative to the performance of the position.
7. Must have exceptional attention to detail.
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 Probation Officer Act and Juvenile Court Act, and applicable Statutes, and local practice of the Juvenile Court
10. Requires ability to utilize departmental case management software, Outlook, Word and Excel, Zoom and any comfortability to learning new systems as they are introduced.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Sitting, talking, hearing, far vision, near vision, handling (manipulating objects with the hands in a low level), fingering (working with the fingers, i.e., to type) are present 75% or more of the time. Reaching (extending the hands or arms), lifting an object less than 10 pounds, carrying an object less than 10 pounds are present about 50% of the time. Standing, walking, carrying an object 20 to 40 pounds is present about 25% of the job. Stooping, climbing stairs is present 10% of the time. Kneeling, crouching, bending/twisting, pushing an object 20 pounds or less is required in unusual or non-routine situations. Crawling, running, swimming, grappling, climbing, balancing, feeling (using touch in fingers), lifting objects 10 pounds or more, carrying objects 40 to 100 pounds, pushing or pulling objects 21 pounds or more are not required.

WORKING ENVIRONMENT WHILE PERFORMING THE ESSENTIAL FUNCTIONS

Normal office environment where there is no exposure to hazards of dust, noise,

temperature and the like 90% of the time. Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 10% of the time or less. Extreme temperature changes, hot or cold, wet or humid, noise level (minimum 90 decibels), physical injury or attack from a defendant is present in unusual circumstances only. Vibrations, hazards from mechanical, electrical, chemicals, burns, explosives, radiant energy/radiation, heights above 12', injury from fast moving vehicle, atmospheric conditions (i.e, fumes, odors, dust, poor ventilation), or physically confined worksite are not present.

Staff may work from home or other remote locations as approved by department. The environment in those locations are not known to the department and are evaluated on a case by case basis.

EQUIPMENT USED TO PERFORM THE ESSENTIAL FUNCTIONS

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone, OC Spray, 2 way radios, ballistics vests, surgical gloves and obtaining urine in a urinalysis cup, face mask. Transportation sufficient to accomplish job objectives will be needed.

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 the candidate passing a criminal background check, drug test, and obtaining a tuberculosis-screening test obtaining a tuberculosis-screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a a Two-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 PPD's will be required to be retested annually or a signed declination form prior to the annual evaluation being processed.

Prospective employee has been cleared through a criminal background check.

BLOOD BORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print)

Employee Signature

Date

Name (Dept. Hd./Elected)

Title

Date