



## KENDALL COUNTY COURT SERVICES

807 W. John Street  
Yorkville, IL 60560

Circuit Court for the 23<sup>rd</sup> Judicial Circuit

P 630-553-4180  
F 630-553-4120

### POSITION OPENING

**DEPARTMENT:** Kendall County Court Services

**TITLE:** Adult Casework Supervisor

**RESPONSIBLE TO:** Director

**RESPONSIBLE FOR:** Case files, reviews casework, supervises staff, performance appraisals. Supervision, attend /conduct staff meetings, on-call, plan, revise, implement, and monitors policies and procedures for Court Services. Coaching of staff to ensure fidelity to CCP.

**QUALIFICATIONS:** Master's degree in management, public administration, criminal justice, or social services and one or more years employment in probation/Court Services; or Bachelor's degree and two or more years employment in probation/Court Services.

**GENERAL EMPLOYMENT QUALIFICATIONS** In addition to the minimum educational requirements, successful applicant will have demonstrated ability in following:

- \*Oral/Written Communication Skills
- \*Interpersonal Sensitivity and Self Awareness
- \*Planning/Organizing
- \*Problem Analysis
- \*Judgment
- \*Receiving and Disseminating Effective Feedback

**NOTICE TO APPLICANTS:** Note- This position requires nontraditional work hours including on call responsibilities on rotating basis evenings and weekends. Consideration will be given to work histories and basic knowledge of Court Services. Applicants will be subject to a criminal history and drug test prior to employment.

**STARTING DATE:** February 13, 2023 or after

**SALARY RANGE:** Starting at \$62,926.20 + \$125/month on call stipend

**APPLICATION DEADLINE:** Open until filled w/ preference given to those received by 02-05-03

**APPLICATION PROCESS:** Letters of application and resumes accepted by:

Alice Elliott, Director  
Kendall County Court Services  
807 W. John Street  
Yorkville, IL 60560  
[aelliott@kendallcountyil.gov](mailto:aelliott@kendallcountyil.gov)

**Applicants need to be on AOIC State Approval Promotion list for Kendall County**  
<http://www.state.il.us/court/Administrative/forms/Probation/Employment/>

**JOB TITLE:** Adult Supervisor - Kendall County  
**DEPARTMENT:** Court Services

**JOB CODE:** Exempt

### **GENERAL SUMMARY**

Under the supervision of the Director, the Adult Supervisor plans, assigns, supervises and evaluates the work of subordinate Probation Officers; reviews casework and staff performance through file reviews and direct observations while providing constructive feedback designed to encourage professional growth and skill development. Attends and conducts staff meetings in order to plan, develop and disseminate information necessary to complete, department objectives. Plans, revises, implements, and monitors policies and procedures for court services. Performs other tasks as directed by the management of Kendall County Court Services.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Assigns duties and responsibilities of staff; assesses workload, and resource needs of the office.
- Performs direct observations and casefile reviews to ensure compliance with AOIC supervision standards, departmental policies, quality assurance and provide critical feedback designed to build the confidence and skill set of officers.
- Acts as a resource for staff and guides them in trouble shooting problem cases and situations.
- Establishes expectations and provides employee performance feedback on an on-going and annual basis. Assists subordinates in establishing performance and professional goals. Evaluates subordinates' goal achievement through conferences, informal meetings, and annual performance appraisals.
- Provides orientation and on-going training, mentoring, leadership and coaching.
- Reviews and monitors staff time records, mileage sheets, and activities in accordance of Fair Labor Laws and Metropolitan of Police Union contract.
- Provides ongoing analysis, feedback, positive reinforcement and when necessary, corrective action around the performance of staff as it relates to departmental work environment, departmental policies and adherence to the fidelity of supervision standards.
- Builds positive and influential relationships with all members of the department as well as judicial and community stakeholders which support the goals and objectives of the department and promote the mission of the 23<sup>rd</sup> Judicial Circuit Kendall County Court Services.
- Represents the department's interest at meetings and through participation in initiatives that target our population.
- Collects accurate data for reporting to AOIC, system stakeholders or other necessary entities as directed.
- Provides input into the development of the organization by attending Court Services Management Team Meetings and assisting with the AOIC Annual Plans.
- Acts as Interstate Compact liaison to the Administrative Office of Illinois Courts Interstate Compact Division and other agencies as assigned.
- Plans, revises, implements, and monitors policies and procedures of Court Services.
- Keeps abreast of and introduces new technologies approved by the director to enhance monitoring and improve client reporting and compliance.
- Plans, organizes, and conducts unit staff meetings.
- Performs a variety of related functions that result in written reports, correspondence, and memorandums.
- Performs on-call duties.
- Develops implements and monitors programs necessary to enhance evidence based service delivery to adult offender population ensuring fidelity to the model.
  
- Responsible for the successful completion of directives as specified by the Management of Court Services.
- May participate in grant writing activities.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Obtained a master's degree in management, public administration, criminal justice, or social services, and,

one or more years employed in court services, criminal justice, or social services; or, a bachelor's degree from an accredited college or university and two or more years employed in court services, criminal justice, or social services.

- Applicant must be on AOIC hiring list.
- Knowledge of employment functions, personnel management, and an in-depth understanding of policies and procedures relative to Court Services and AOIC Casework Standards.
- Requires analytical abilities and interpersonal skills necessary to handle a diverse group of professionals, both within the organization as well as externally at all levels of county government.
- Communication skills necessary to interpret and communicate the policies and procedures necessary to accomplish the goals and objectives of Court Services.
- Ability to communicate verbally and in writing with all levels of the organization in order to fulfill the goals/objectives as outlined in the annual report to AOIC.
- Ability to work independently in order to plan and effectively carry out all the tasks necessary to complete personnel appraisals by the employee's anniversary date.

#### **PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

Sitting, talking, hearing are required 50% to 75% of the time. Walking and climbing stairs are required about 10% of the time. Stooping, kneeling, grappling, and bending/twisting are required in unusual or non-routine situations. Climbing (ladders), balancing, and feeling (to sense the position or quality of objects) are not required. Lifting objects over 40 pounds is very unusual and mostly not required. Carrying and transporting objects are required about 10% of the time; 20 to 40 pounds is unusual or non-routine. Carrying objects 50 pounds or more is not required. Pushing or pulling objects is unusual or not a requirement of the position. Handling objects is unusual; writing can be up to 50%.

#### **WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS**

Over 75% of the work time is spent inside protected from weather conditions. Extreme cold/very cold temperatures are experienced approximately 25% of the time. Dramatic shifts in temperature, either hot or cold, are present only in unusual situations. Wet and/or humid, very high moisture conditions are experienced only in unusual situations. Hazards, such as mechanical, electrical, injury from inmates, fast moving vehicles, are present only in unusual situations. Protection from weather conditions of extreme heat, extreme wet, noise, vibrations, are not present. Hazards from chemicals, burns, explosives, radiant energy, radiation, heights (above 12 feet), are not present. Atmospheric conditions, such as fumes, odors, dust, poor ventilation, or physical confined worksites, are not present.

#### **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS**

Equipment used is a calculator, copy machine, computer terminal, facsimile machine, personal computer. Transportation sufficient to accomplish job objectives will be needed.

#### **REPORTING RELATIONSHIPS**

**Reports To:** Director  
**Directs Work Of:** Staff members of Court Services assigned to the unit.

#### **HIRING CONTINGENCY**

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon 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 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.

Prospective employee has completed a criminal background check and drug test.

**BLOODBORNE PATHOGEN RISK CODE:**

Yes

**RECEIPT AND APPROVAL**

\_\_\_\_\_  
Employee Name (Print)  
Signature

\_\_\_\_\_  
Employee  
Date

\_\_\_\_\_  
Name  
Hd./Elected)

\_\_\_\_\_  
Title

\_\_\_\_\_  
(Dept.  
Date