

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:** Problem Solving Court Probation Officer  
**RESPONSIBLE TO:** Supervisor  
**RESPONSIBLE FOR:** Supervising Adult Offenders placed into the Problem Solving Court Program in Kendall County. Effective communication with the client, therapist and PSC Team 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:** 05-01-23 or after  
**STARTING SALARY:** \$47,800.28 per year  
**APPLICATION DEADLINE:** Open until filled/ preference given to those received by 03-31-23  
**APPLICATION PROCESS:** Cover Letter and resumes accepted by:

Shannon McCarty- Special Program Supervisor  
Kendall County Court Services  
807 W John St.  
Yorkville, IL 60560  
smccarty@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 COURT SERVICES– JOB DESCRIPTION

**JOB TITLE:** Problem Solving Court Probation Officer **DESCRIPTION DT:** 03-14-23

**NON-EXEMPT**            **UNION: MAP#696**            **DEPARTMENT:** Probation/Court Services

### GENERAL SUMMARY

Under the direction of the Supervisor and Director with input from the Problem-Solving Court Coordinator, the Problem-Solving Court (PSC) Officer will be responsible for service delivery to individuals applying for admission to the PSC as well as supervision of those sentenced within Kendall County Problem Solving Court(s), Administrative Office of Illinois Courts and statutory guidelines. The officer is to advocate and broker resources to offenders placed in the program by the Twenty-Third Judicial Court. The officer is responsible for the achievement of PSC objectives, as well as ensuring high quality and cost-effective service delivery as directed by Supervisor, Director and Courts.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Responsible for morning check-in calls from participants between 8:00am -8:30am.
2. Screens potential participants for eligibility and appropriateness for PSC which includes, but not limited to, risk assessments, criminal history background, interview of client and collaterals, and review of program expectations with participant.
3. Prepares thorough and accurate screening reports for the PSC team to utilize when deliberating on a participant's admission.
4. Provides supervision to participants in accordance with AOIC casework standards and incorporates Core Correctional Practices into daily interactions as directed through policy and practices.
5. Meets with PSC participants as frequently as directed by AOIC contact standards with consideration of the participants phase in the program.
6. Conducts home visits and field visits on PSC Court participants in accordance with AOIC contact standards and departmental policy and procedures.
7. Conducts frequent and random drug testing of participants, including some weekends.
8. Documents all relevant case management contacts, violations and progress in the established court services case management system ensuring accurate data collection and outcomes.
9. Develops, reviews and modifies case plans with the participant including goal setting, based on their identified area of risk via the ARA assessment, and provides to the PSC team.
10. Develops a payment plan for PSC participants, encourages adherence to the plan, and reports status of progress to the PSC team via the court status reports.
11. Responsible for working with participants with transportation barriers by setting up scheduling Uber transportation as needed.
12. Conduct cognitive intervention groups as appropriate for participants.
13. Maintains a working knowledge of community resources and referral procedures.
14. Attends PSC staffing(s) and court hearings to provide input on incentives, sanctions, and therapeutic adjustments.
15. Completes court status reports in accordance with program timelines to include areas of compliance with conditions, violations and status of case plan goals.
16. Contacts treatment providers, other agencies or courts as needed to gather information about participants pertinent to their PSC participation and updates the team via status reports.
17. Facilitates referrals to outside treatment agencies and maintains contact with those agencies when the PSC Coordinator is unable to do so.
18. Responsible for following up on compliance with sanctions imposed by the court and reporting to the team on the status.
19. Advocates in the community for the effectiveness of the program.

20. Attends conferences and trainings as required by court services or PSC.
21. The Probation Officer shall agree to a minimum 1-year commitment to the Kendall County PSC team.
22. Submits accurately documented weekly time sheets to supervisors in a timely manner.
23. Adhere to all Court Services Policy and Procedures.
24. Attends and participates in all scheduled Court Services Staff Meetings.
25. Works outside of traditional hours to enhance service delivery to participants.

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

1. Knowledge skills and abilities acquired through the completion of a bachelor's degree is required, preferably in criminal justice, social work, or education.
2. Must possess writing skills necessary to complete reports for use by the court and other professionals.
3. Requires the possession of all communication skills necessary to obtain information from defendants and communicate these needs to community service providers.
4. Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a diverse population.
5. Requires planning and organizational skills necessary to prioritize a varied workload, complete investigations, prepare reports and evaluate defendant's progress.
6. Requires analytical decision-making skills and problem analysis skills in order to deliver casework supervision and follow Court Services policy and procedure relative to the performance of the position.
7. Requires fact finding ability in order to complete reports, comply with applicable statutes, and compile monthly statistical reports that will be submitted to the PSC and/or Court Services Director as needed.
8. Ability to transport oneself throughout the Twenty-Third Circuit in order to accomplish job performance requirements as dictated by AOIC and Court Services policy and procedures.
9. Bilingual, English/Spanish language skills preferred.

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

Talking is 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 neck, 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), hearing (perceiving sounds including the spoken word), far vision (the ability to distinguish clearly at 20 feet or further, with glasses if needed), near vision (ability to do the same 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**

Fifty percent or less of work time is spent outside in extreme cold or extreme temperature changes, Wet and / or humid conditions, noise in excess of 90 decibels, hazards from fast moving vehicles are present approximately 25% of the time. Extreme heat temperature or shifts in temperature are present approximately 10% of the time. Approximately 10% of the time may experience high temperatures, vibrations, or mechanical hazards. Wet and / or humid conditions, fumes, mist, gases, hazards from attack from a probationer are present only in unusual circumstances. Hazards from electrical, chemical, burns, explosives, radiant energy-radiation, heights above 12 feet, odors, dust, poor ventilation, and a physically combined workspace are not present.

**REQUIREMENT USED TO PERFORM ESSENTIAL FUNCTIONS**

Equipment used is a calculator, copy machine, computer terminal, facsimile machine, and transportation necessary to perform job functions, portable phone, urine sample cups, latex gloves and camera.

**REPORTING RELATIONSHIPS**

**Reports to:** Supervisor, Director  
**Directs Work to:** 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.

**BLOODBORNE PATHOGEN RISK CODE:** Yes

**RECEIPT AND APPROVAL**

_____	_____	_____
Employee Name (Print)	Employee Signature	Date
_____	_____	_____
Name (Dept. Hd./Elected)	Title	