

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: Adult Administrative Probation Officer

RESPONSIBLE TO: Supervisor

RESPONSIBLE FOR: Supervising Adult Offenders placed on Probation in Kendall County but residing in another county or state. 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: 04-24-23 or after

STARTING SALARY: \$44,752.39 per year.

APPLICATION DEADLINE: Open until filled -preference given to those received by 04-12-23

APPLICATION PROCESS: Cover Letter and resumes accepted by:

Darian Kerr- Office Manager
Kendall County Court Services
807 W John St.
Yorkville, IL 60560
dkerr@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: Administrative Officer

JOB CODE:

Non-Exempt
Court Services

DEPARTMENT:

GENERAL SUMMARY

Under the direction of Supervisor, the officer will supervise those adult offenders that are placed on administrative warrant status and the transfer out status by officers of the Twenty-Third Judicial Court. The officer is responsible for conducting background investigations as requested by other jurisdictions. The officer is responsible for the development of recommendations for the court to consider should as needed. The officer is responsible for service delivery to offenders within departmental and statutory guidelines. 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. Monitors the conditions of the administrative warrant status and the transfer out status through communication with supervising jurisdictions, and reports violations to the State's Attorney's Office.
2. Obtains progress reports from supervising jurisdictions for inclusion in the file.
3. Prepares and coordinates all information relative to his/her case assignment in order to provide timely and accurate information to probation officers as well as the court when called upon to testify in violation hearings.
5. Maintains an accurate and timely historical record of all information related to all cases under his/her supervision.
6. Monitors warrant lists/jail lists of cases that are on warrant status.
7. Intakes new probation cases for transfer out of Kendall County upon the probationer coming to the office after court.
8. Utilizes the proper format to gain background investigation which will be verified (where possible) regarding criminal, employment, educational, military, psychological and psychiatric background information, treatment for drug or alcohol abuse, and any other items per Court Services Policy and Procedure Manual and AOIC guidelines.
10. Conducts criminal background investigations for other departments as assigned.
11. Testifies in court as required by the judge.
12. Maintains an accurate and timely historical record of all information related to the investigation of the case under his or her assignment.
13. Adheres to all policies and procedures of the Court Services Policy Manual.
14. Develops and maintains positive working relationships with allied agencies and other interested groups within the community, Interstate Compact, and supervising jurisdiction probation staff.
15. Complies with all applicable statutes and keeps abreast of current developments in the area of probation.
16. Assesses on a continuous basis method to improve service delivery.
17. Performs special projects and is responsible for successful completion of directives as specified by the Supervisor and/or Director.
18. Attends and participates in regularly scheduled staff meetings.
19. Submits accurately documented weekly activity reports/monthly statistical reports to the Supervisor on a timely basis.

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 the writing skills necessary to complete investigations and 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 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, 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. Requires all fact-finding ability in order to complete reports, comply with applicable statutes, and compile monthly statistical reports.
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 the Illinois Statutes, and local practice of the Adult Court.
10. Requires working knowledge of Word and Excel necessary to meet departmental deadlines.

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 and 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 ESSENTIAL FUNCTIONS

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 occur 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.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone, and may require the transportation of urine from outer offices to the central office. Surgical gloves in obtaining urine in a urinalysis cup. 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 "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 retested annually by Kendall County Health Department.

BLOODBORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

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