

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:** Juvenile Probation Officer

**RESPONSIBLE TO:** Supervisor

**RESPONSIBLE FOR:** Supervising Juveniles placed on Probation/Court Supervision, while ensuring appropriate delivery of services and targeted interventions. Also 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 Teamwork Environment*  
\* *Efficiency*  
\* *Bi-lingual Preferred (English/Spanish) but not required*

**STARTING DATE:** November 4<sup>th</sup>, 2024, or after

**SALARY RANGE:** \$45,199.91 annually (\$45,651.91 annually as of 12-1-24)

**APPLICATION DEADLINE:** Open until filled /preference given to those received by 10-04-24

**APPLICATION PROCESS:** Cover Letter and resumes accepted by:  
  
Darian Kerr- Office Manager  
Kendall County Court Services  
807 W John St.  
Yorkville, IL 60560  
probationemail@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:** Juvenile Probation Officer

**DESCRIPTION DT:** 09-16-24

**Non-Exempt UNION- MAP #696**

**DEPARTMENT:** Court Services

### **GENERAL SUMMARY**

Under the supervision of the Juvenile Supervisor, the Probation Officer will supervise and broker juvenile offenders referred to 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 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. Provides supervision to minors placed under his/her supervision in accordance with Administrative of Illinois Courts Casework Standards and incorporates Core Correctional Practices into daily interactions as directed through policy and procedures.
2. Monitors the conditions of supervision and probation as set forth by the Twenty-Third Judicial Juvenile Court and report any violations to the State's Attorney Office..
3. Collects information from minors, parents, police, schools and social service personnel to formulate background history on referred minors and their home environment.
4. Writes Social History and Homestudy Investigations for use in sentencing and review hearings as ordered.
5. Prepare and coordinates all information relative to the minor and family in order to provide factual information in a timely and accurate manner for the court when called upon to testify.
6. Maintains Face-to-Face contact per supervision level established by the completion of the JRA Juvenile Risk Assessment tool.
7. Develop, review, and modify case plans with each minor as established following identified areas of risk via the JRA tool.
8. Maintains an accurate and timely historical record of all information related to probation cases under his/her supervision.
10. Refers, in a timely and appropriate manner, all appropriate cases to community agencies and monitors progress through regular contact with said agency.
11. 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.
12. Provides accurate data entry and cooperates with management to generate timely accurate data reporting to AOIC, Kendall County Board or other agencies as needed.
13. Provides accurate information to probation departments outside the jurisdiction of Kendall County on transfer/courtesy supervision cases.
14. Develops and maintains positive working relationships with allied agencies and other interested groups within the community.
15. Assesses on a continuous basis method to improve service delivery.
16. Will attend meetings, court, staffings and home visits as ordered by the court and/or management.
17. Adhere to all Supreme Court, 23<sup>rd</sup> Judicial Court, Kendall County Court Services and applicable Kendall County policy and procedures.
18. Attends and participates in scheduled staff meetings.
19. Submits timely and accurate documented time and attendance records utilizing Kendall County time management system. Submits accurately documented monthly schedule to the Office Manager on a timely basis.
  
20. Regular attendance and punctuality is required.
21. Performs special projects and responsible for successful completion of directives as specified by the

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Supervisor and/or Director.

### **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 minors 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 to deliver casework supervision and follow departmental policy and procedures relative to the performance of the position.
7. Requires all fact-finding ability to complete reports, comply with applicable statutes, and compile monthly statistical reports.
8. Ability to transport oneself to accomplish job performance requirements as dictated by Court Services policies and procedures, and AOIC requirements.
9. Requires working knowledge of Illinois Juvenile Court Act and applicable Statutes, and local practice of the Juvenile Court
10. Require working knowledge of Outlook, Word, Excel and Zoom 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, 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.

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

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone, 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

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**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 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

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