



POSITION OPENING

POSTING DATE: February 19, 2019
DEPARTMENT: Court Services/Probation
POSITION TITLE: Adult Probation Officer
AFFILIATION: Union-FOP
GRADE: N/A
WAGE: \$20.263/HR

APPLICATION DEADLINE: March 5, 2019

Interested candidates should submit a resume and a County Employment application to:

John Horan, Court Services Director
334 Elizabeth Street, Suite 100
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the top under "How Do I...?", "Apply for a Job".

Tazewell County is an Equal Opportunity Employer

TAZEWELL COUNTY
Position Description

ADULT PROBATION OFFICER
Position Title

Department: Adult Probation

NATURE OF WORK

Appointed by the Chief Judge of the Tenth Judicial Circuit, administered by the Director of Court Services and Probation, and under the direct supervision of the Chief Felony or Chief Misdemeanor Officer, this position performs all duties as described in Chapter 730, of the Illinois Compiled Statutes, Act 110, Section 12, including investigations and supervision of probationers.

This position is responsible for ensuring that all orders of the Court are successfully completed and for reporting probationer progress to the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and monitor a caseload of 150 to 250 probationers.
- Prepare pre-sentence, violation, and other reports and appear in Court as needed.
- Maintain thorough and accurate records of all case activities.
- Facilitate probationer rehabilitation through networking with and referral to community agencies.
- Provide probationer surveillance through home, work, and other onsite visits in the community.
- Ensure that all criminal justice information is used for criminal justice purposes only.

PERIPHERAL DUTIES

- Through use of Tracker and other computerized programs complete all probation case forms, client records, and correspondence.
- Interview probationer and others to acquire case information.
- Identify client needs and risks, incorporating prescribed risk/needs assessment tools. Collect and maintain information regarding compliance including but not limited to completion of jail time, public service, treatment, and payment of assessments.
- Collect defendant urine samples and conduct preliminary department-approved drug testing procedures.
- Attend all training and departmental meetings as directed.
- Perform other duties as directed by Chief Probation Officers that are pursuant to establishing a change in work assignment, introduction of new methods of operation, the need to relocate or transfer work to maintain efficiency, or to carry out department functions in emergency situations.

REQUIREMENTS OF WORK

Education and Experience

- Must have a Bachelor's Degree from an accredited four (4) year college/university with studies in Criminal Justice or other related fields.
- Must have demonstrated experience and proficiency in use of computers, word processing programs, and in typing.
- Previous work experience in probation, social service, or related field is desirable.

Knowledge, Skills, and Abilities:

- Must be able to communicate effectively, both verbally and in writing.
- Must be able to make sound decisions in non-routine situations.
- Must have sufficient knowledge of psychological, substance abuse, and other areas of mental and physical problems to identify human needs and make appropriate referrals.
- Must be able to establish successful working relationships.
- Must be able to work productively with frequent interruptions.
- Must have excellent organizational and time management skills.
- Must conform to departmental attendance policies and procedures.

SPECIAL REQUIREMENTS

- Must be a resident of the state of Illinois within ninety (90) days of appointment.
- Must be certified eligible as a Non-supervisory Probation Officer by the Supreme Court of Illinois-Division of Probation Services
- Must be on the employment eligibility list maintained by the Administrative Office of the Illinois Courts.
- Must have a valid Illinois motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

Computer, printer, copy machines and miscellaneous office equipment, multi-line/function telephones, field radios, cell phones, specimen cups, drug testing kits, mace, squad car.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The qualified incumbent must be able to sit, stand, and walk for varying periods of time, both in and outside of the office environment.

The qualified incumbent must be physically mobile to the degree that he/she is able to engage in self-defense and other moderate physical training.

The qualified incumbent must have good hand-eye coordination and visual ability sufficient to operate computers, multi-function phone systems, field radios, mace aerosols, and motor vehicles.

The qualified incumbent must have hearing and speaking ability which is sufficient to carry on conversations in person and via telephone or field radio.

PHYSICAL DEMANDS

Physical Effort-Light/Minimal

The qualified incumbent will be required to:

- sit for substantial periods of time in such activities as interviewing and data entry;
- walk occasionally within the office and to other county buildings such as courthouse and jail;
- handle light objects such as staplers, phone, and miscellaneous small office equipment;
- stand in place for brief periods of time for such tasks as copying.

Physical Effort-Light/Moderate

The qualified incumbent will be required to:

- engage in extensive data entry which utilizes repetitive hand, wrist, and arm movements;
- drive and/or sit in a squad car for substantial periods of time;
- climb stairs and traverse varying types of terrain in the course of home visits.

Physical Effort-Moderate/Considerable

The qualified incumbent will be required to:

- engage in self-defense and other moderate physical training;
- engage in interaction with and the transporting of resistant probationers.

Sensory Attention-Minimal

The qualified incumbent will be required to:

- see, read, and comprehend case records and other written material;
- see sufficiently to operate a motor vehicle;
- hear conversations both in person and through use of phone or field radio;
- speak for periods of time to interview or provide testimony;

Sensory Attention-Moderate/Considerable

The qualified incumbent will be required to:

- focus attention for considerable periods of time in interviewing and preparing indepth reports such as pre-sentence investigations;
- focus attention and listen for extended periods of time such as in indepth interviewing, following court proceedings, or providing testimony.

Sensory Attention-Extreme

The qualified incumbent will be required to:

- focus attention and listen for extended periods or under stressful conditions such as in interviewing a volatile/violent probationer or in providing crisis intervention.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those a probation officer encounters while performing the routine functions of his/her job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General Conditions

- The probation officer will be exposed to an indoor office environment for the largest percentage of his/her work time. In that offender and community contacts are a requirement of this position, the officer will be exposed to periods of time in squad cars and to outdoor conditions which can involve weather extremes.

Hazardous Conditions

- The probation officer will be expected to supervise individuals who are considered high-risk for volatile and violent behaviors. The officer may be exposed to verbal and potential physical abuse.
- Due to the nature of work demands and the supervised population, the officer will work in a psychologically stressful environment.