



POSITION OPENING

POSTING DATE: February 5, 2018

DEPARTMENT: Court Services/Probation

POSITION TITLE: Armed Adult Probation Officer

AFFILIATION: Union-FOP

GRADE: N/A

WAGE: \$20.263/HR plus \$2,000 Stipend if applicable

APPLICATION DEADLINE: February 12, 2018

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

ARMED ADULT PROBATION OFFICER
Position Title

NATURE OF WORK

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

This position requires a commitment to achieving the current mission of the Tazewell County Probation Department; ensuring that all orders of the Court are successfully completed; and reporting probationer progress to the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and monitor a caseload of probationers;
- Prepare pre-sentence, case screening, violation, and/or 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;
- Establish community partnerships to engage prosocial support for probationers in natural community settings;
- Act as community affairs liaison for the department, educating and informing the community and systems stakeholders of probation functions and innovations;
- Work alone in the field with little supervision;
- Adhere to all departmental procedural and safety guidelines for armed officers;
- Ensure that all criminal justice information is used for criminal justice purposes only;
- Adhere to a non-traditional work schedule performing weekend and evening home and office contacts consistent with assessed level of supervision;
- Conduct all field client contacts while armed;
- Install and monitor electronic monitoring units for personal caseload and for other officers as directed;
- Utilize all field equipment proficiently; and
- Perform duties as assigned by the Chief of Intensive Services (including work release and/or home confinement supervision responsibilities, interstate compact investigations, pretrial supervision responsibilities, Domestic Violence Intensive Probation Supervision, and/or Intensive Probation Supervision).

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;
- Perform DNA indexing;
- Conduct offender transports as needed;
- Attend all training and departmental meetings as directed;
- Cross train to learn other departmental duties and functions;
- Develop and facilitate programs implemented to meet the needs of the probationer;
- Perform other duties as directed 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;
- Perform other duties as directed by Chief of Intensive Services that serve to support the principles of evidence-based practice to enhance offender supervision, officer collaboration, and/or data processes.

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.
- Must be capable of working independently and as part of a team.
- Should be familiar with the following concepts: motivational interviewing, cognitive-behavioral techniques, social learning theory, and evidence-based principles.
- Must be able to accept frequent change.

- Must have a full understanding of risk assessment, criminogenic needs, strength-based supervision, and responsivity principles.
- Must understand that the department is in the business of behavior change.

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.
- Must be able to pass psychological exam as a prerequisite to being armed.
- Must be able to pass 40-hour mandatory firearms training.

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, electronic monitoring units, drive-by monitor detection units, squad car, oc spray, extendable baton, bullet-proof vest, firearm, ammunition, and all other safety equipment as required.

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 physical training.

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

The qualified incumbent must have hearing and speaking abilities, which are 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 physical training.
- engage in interaction with and the transporting of resistant probationers.
- may have to engage volatile and resistant clients.

Physical Effort-Strenuous/Extreme

The qualified incumbent may be required to:

- subdue potential probation violators.
- arrest probationers due to on-view violations/offenses or warrant status as situations dictate.
- handcuff and transport violators.
- able to engage in foot pursuit.

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 in-depth reports such as pre-sentence investigations.
- focus attention and listen for extended periods of time such as in in-depth 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.
- attend to necessary functioning for the officer to protect him/herself or others in a critical incident.

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.
- The probation officer will be required to work non-traditional hours: evenings, weekends, and holidays.

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 unannounced night fieldwork and the practice of violator arrest, the officer may encounter potentially lethal situations.
- Due to the nature of work demands and the supervised population, the officer will work in a psychologically stressful environment.