

Instructions for Probation/Court Services Employment/Promotion Application

Pursuant to the provisions of 730 ILCS 110/15, all applicants must be certified by the Administrative Office of the Illinois Courts (AOIC) Probation Division as meeting the minimum qualifications for probation/court services personnel as defined in the **Policies Governing Hiring, Promotion and Training of Illinois Probation/Court Services Personnel** in order to be eligible for employment or promotion by probation and court services departments in Illinois. Upon their eligibility being certified, applicants will be notified in writing that they are eligible for employment or promotion, subject to circuit court or departmental application requirements and selection criteria, which may exceed minimum state qualifications.

I. Minimum Qualification Requirements

The following is a summary of the minimum requirements for employment in probation/court services in Illinois. Promotional applicants should refer to the **Policies Governing Hiring, Promotion and Training of Illinois Probation/Court Services Personnel** (revised July 1, 1998), prior to completing their application. A copy of these policies is available at probation/court services departments, chief judges' offices, and, the Springfield and Chicago offices of the AOIC Probation Division.

A. Any person employed by the Probation or Court Services Department of any County or circuit shall be:

1. A citizen of the United States;
2. A resident of the State of Illinois within 90 days of the date of his/her appointment. A circuit court may impose more restrictive residency requirements by circuit court rule or departmental policy;
3. Otherwise generally qualified as provided by law or rule of the court. Circuit court policy may establish more restrictive employment qualifications.

B. The following are specific minimum qualifications, by position level, for probation/court services personnel.

1. Non-Supervisory Personnel

"Non-Supervisory" is defined as a probation or court services officer with no professional staff under his or her administrative direction or control. Any person employed in a non-management, non-supervisory position shall have:

- A bachelor's degree from an accredited college or university, preferably with major course work in criminal justice, psychology, sociology, social work, or related social sciences.

Supervisory Personnel

2. "Supervisor" is defined as a probation or court services manager with one level of professional staff under his or her direction or control. Any person employed in a supervisory position shall have:

- a. A master's degree in management, public administration, criminal justice, or social services, and one or more years employment in probation/court services. For juvenile detention personnel, this required year of employment must be in juvenile detention/residential services.
- b. A bachelor's degree and two or more years employment in probation/court services. For juvenile detention personnel, at least one of the required years of employment must be in juvenile detention/residential services.

3. Chief Managing Officer/Non-Director

"CMO/Non-Director" is defined as a probation or court services manager with two or more levels of professional staff under his or her administrative direction or control, but who is not the head of the department. Any person employed in a CMO/non-director position shall have:

- a. A master's degree in management, public administration, criminal justice, or social services, and three or more years employment in probation/court services, at least two of which are at a supervisory level. For juvenile detention personnel, at least one of the required years of employment must be in juvenile detention/residential services.
- b. A bachelor's degree and five or more years employment in probation/court services, at least three of which are at a supervisory level. For juvenile detention personnel, at least one of the required years of employment must be in juvenile detention/residential services.

4. Chief Managing Officer/Director

"CMO/Director" is defined as a probation or court services manager with two or more levels of professional staff under his or her administrative direction or control, and who is the head of the department. Any person employed in a CMO/director position shall have:

- a. A master's degree in management, public administration, criminal justice, or social services, and five or more years employment in probation/court services, at least three of which are at a supervisory or administrative level. For juvenile detention personnel, at least two of the required years of employment must be in juvenile detention/residential services.
- b. A bachelor's degree and seven or more years employment in probation/court services, at least four of which are at a supervisory or administrative level. For juvenile detention personnel, at least two of the required years of employment must be in juvenile detention/residential services.

C. The Director of the Administrative Office of the Illinois Courts may, upon request of the chief circuit judge or his/her designee showing good cause, grant reasonable extensions for compliance with the citizenship and residency requirements.

II. General Application Instruction

The following are general application instructions that apply to all employment/promotional applicants. **See reverse side for specific instructions.** At this time, separate these instructions (top 2 pages) from the application form (last 3 pages). Leave application form intact.

- A. Attached to these instructions are three (3) copies of the application form. The first copy must be sent to the Probation Division at the address on the top of the form. The second copy must be sent to the Chief Judge's Office of the judicial circuit to which you are applying. The third copy is retained by the applicant.
- B. The role of the Administrative Office of the Illinois Courts (AOIC) Probation Division in the hiring and promotion of probation/court services personnel is limited to certifying the eligibility of the applicant in terms of the minimum qualifications stated in Part 1, A and B, above. Circuit court and/or probation/court services department hiring policies and procedures control the actual selection process and may be more restrictive than the minimum State requirements. Applicants are advised to inquire about and comply with circuit and/or departmental policies and procedures.
- C. It is the responsibility of the applicant to insure that the proper copy of the Employment/Promotion Application form, along with his/her college transcript(s), is forwarded **simultaneously** to both the AOIC Probation Division and to the Chief Judge(s) of the appropriate circuit(s). **Probation departments are under no obligation to consider applicants who do not submit application(s) to the appropriate Chief Judge(s) office(s).** It is highly recommended that the applicant also forward a **current** resume to the Chief Circuit Judge(s).
- D. An applicant may apply to more than one judicial circuit. If the applicant does wish to apply to more than one circuit, he/she must send a legible copy of the "Chief Judge" page of the Employment/Promotional Application form to the Chief Judge's Office of **each** circuit of preference.
- E. Upon establishing an applicant's qualifications, the Probation Division will send a letter of certification to the applicant, and the applicant's name will be placed on a list of eligibles. This certification of the applicant's eligibility completes the AOIC Probation Division's responsibility regarding the application. The fact that the applicant is eligible does not mean that he/she will be granted an interview or be offered a position by the judicial circuit(s) he/she has specified.
- F. An applicant will remain on the eligibles list of the circuit(s) of preference for one year, unless otherwise removed. An applicant can request, in writing to the AOIC Probation Division, a one year extension on a circuit(s) eligibles list(s), for a maximum of two years on the list(s) without having to reapply.

TEAR OFF AND RETAIN THESE INSTRUCTIONS WITH YOUR COPY OF THE APPLICATION

111. Specific Application Instructions

The following are specific instructions for filling out and forwarding the appropriate copies of, and attachments to, the "Probation/Court Services Employment/Promotion Application" form. The instructions are keyed to the letters on the application form.

- A. Enter last name, first name, and middle initial.
- B. Check the appropriate box, indicating whether this is an employment application or a promotional application.
- C. Enter street address, city, county, state, and zip code of your present legal permanent address.
- D. Enter the area code and telephone number of your present legal permanent address.
- E. Enter your social security number.
- F. Indicate your U.S. citizenship status (see Part 1, "Minimum Qualification Requirements").
- G. Enter the level or levels of the probation/court services position(s) for which you are applying (see Part 1, "Minimum Qualification Requirements" for the requirements for employment in, or promotion to, each of the four position levels).
- H. Enter the probation/court services functional area or areas that you would accept employment in under "Functional Preference(s)".
- I. Under "Locality Preference", identify the Illinois judicial circuit(s) [see Illinois Judicial Circuit map] and the specific counties within the circuit(s) in which you would accept employment. If you do not indicate a county preference, it will be assumed that you would accept employment in all counties in that circuit. If you list more than one circuit, you must forward legible copies of the "Chief Judge" page of the Application/Promotion form and your college transcript(s) to the appropriate Chief Judge(s). You may attach separate sheets listing your judicial circuit/county preferences as necessary.
- J. If you are applying for a probation/court services position in the Circuit Court of Cook County, check the department(s) in which you would accept employment/promotion.
- K. Under "Education Information", if you are not presently employed in Illinois probation/court services, check whether the necessary certified college transcript(s) is attached to the Employment/Promotion Application or whether an official transcript(s) is being sent directly from the school(s).

A "certified transcript" should have the official seal of the school and the signature of the registrar. An "official transcript" is defined as a transcript that is forwarded to the AOIC Probation Division and the appropriate Chief Judge(s) directly from the school.
- L. Under "Employment Background", list all of your prior work experience in probation/court services, and/or juvenile detention/residential services. You may use additional sheets if necessary. (List complete address(es) including zip codes.)
- M. Sign and date the application, certifying that you understand that you may be required to submit proof of previous employment, education or other statements in the application and that the information on the application is true and correct to the best of your knowledge.

After you have finished filling out the application, it is your responsibility to forward the appropriate copy of the form to the proper location. Tear off the top (pink) copy of the application, entitled "Probation Division", and forward it, with all necessary attachments, to:

AOIC Probation Division
3101 Old Jacksonville Road
Springfield, IL 62704-6488

Tear off the second copy (white), entitled "Chief Judge", and forward it to the appropriate Chief Circuit Judge (see the list of Chief Judges of the Illinois Judicial Circuits for the appropriate address). If you wish to apply to more than one judicial circuit, you must send a legible copy of the "Chief Judge" page of the application, transcript(s) and resume (recommended) to the Chief Judge of the other circuits of preference.

PLEASE RETAIN FOR FUTURE REFERENCE

Chief Judge's Offices of the Circuit Courts of Illinois

Chief Judge's Office
Circuit Court of Cook County
2600 Richard J. Daley Center
Chicago, IL 60602

Chief Judge's Office
1st Judicial Circuit
Williamson County Courthouse
200 W. Jefferson St.
Marion, IL 62959

Chief Judge's Office
2nd Judicial Circuit
911 Casey Avenue
Mt. Vernon, IL 62864

Chief Judge's Office
3rd Judicial Circuit
155 North Main, Suite 405
Edwardsville, IL 62025

Chief Judge's Office
4th Judicial Circuit
N Fayette County Courthouse
1 221 South 7th Street
F Vandalia, IL 62471

Chief Judge's Office
5th Judicial Circuit
Clark County Courthouse
501 Archer Ave.
Marshall, IL 62441

Chief Judge's Office
6th Judicial Circuit
Piatt County Courthouse
101 W. Washington, Room 306
Monticello, IL 61856-1650

Chief Judge's Office
7th Judicial Circuit
Sangamon County Complex
200 S. 9th Street, Room 522
Springfield, IL 62701

Chief Judge's Office
8th Judicial Circuit
Adams County Courthouse
521 Vermont St.
Quincy, IL 62301

Chief Judge's Office
9th Judicial Circuit
130 S. Lafayette St., Suite 30
Macomb, IL 61455

Chief Judge's Office
10th Judicial Circuit
Peoria County Courthouse
324 Main St., #215
Peoria, IL 61602-1363

Chief Judge's Office
11th Judicial Circuit
McLean County Law & Justice
Center
104 W. Front St., #511
Bloomington, IL 61701

Chief Judge's Office
12th Judicial Circuit
Will County Courthouse
14 W. Jefferson St., #439
Joliet, IL 60432

Chief Judge's Office
13th Judicial Circuit
LaSalle County Courthouse
119 W. Madison, #204
Ottawa, IL 61350

Chief Judge's Office
14th Judicial Circuit
Rock Island County Courthouse
210 15th Street, Room #408
Rock Island, IL 61201

Chief Judge's Office
15th Judicial Circuit
Ogle County Courthouse
106 S. 5th St., Suite 306A
Oregon, IL 61061

Chief Judge's Office
16th Judicial Circuit
Kane County Judicial Center
37W777, Rt. 38, #400A
St. Charles, IL 60175-7536

Chief Judge's Office
17th Judicial Circuit
Winnebago County Courthouse
400 W. State, #215
Rockford, IL 61101

Chief Judge's Office
18th Judicial Circuit
DuPage County Judicial Center
505 N. County Farm Rd., #2015
Wheaton, IL 60187-3907

Chief Judge's Office
19th Judicial Circuit
Lake County Courthouse
18 North County Street
Waukegan, IL 60085-4359

Chief Judge's Office
20th Judicial Circuit
St. Clair County Building
10 Public Square
Belleville, IL 62220

Chief Judge's Office
21st Judicial Circuit
Kankakee County Courthouse
450 E. Court Street
Kankakee, IL 60901

Chief Judge's Office
22nd Judicial Circuit
McHenry County Courthouse
2200 N. Seminary Ave.
Woodstock, IL 60098

Map of Judicial Circuits of Illinois



