

**THIRTEENTH JUDICIAL CIRCUIT PROBATION DEPARTMENT
POSITION ANNOUNCEMENT
ADULT PROBATION OFFICER (SPECIALTY COURT)**

LASALLE COUNTY OFFICE

QUALIFICATIONS & DUTIES

Adult Probation Officer (Specialty Court), a 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 science, and shall have a valid State of Illinois driver's license. Two years' experience in the probation field or an equivalent combination of training and experience and considerable knowledge of casework practices and philosophy, knowledge of community resources, knowledge of individual and group behavior, research in the field of social work and practices, and knowledge of social and psychological issues regarding mental health treatment and drug addiction are preferred.

As the specialty court caseload grows, this officer may be assigned a typical adult probation officer caseload as well as having the responsibility of supervising a developing specialty court caseload. The officer will be assigned to work with the LaSalle County Drug Court and will also assist with the development of additional specialty courts within the Circuit. The Adult Specialty Court Probation Officer position will be supervised by an Adult Probation Supervisor.

Examples of duties to be performed:

- **Meets weekly with the Treatment Alternative Court team.**
- **Completes probation intake and risk/need assessment (ARA)**
- **Provides program information and expectations to offenders and families**
- **Evaluates candidate as to program understanding and commitment**
- **Solicits input from other sources such as family, police, school officials, employers and therapists to complete a supervision plan.**
- **Counsels, directs and motivates offenders to meet and successfully complete their probation team**
- **Assesses needs of offenders and families and makes appropriate referrals**
- **Seeks, develops, maintains and/or refers to community services sites**
- **Provides frequent and consistent supervision of offenders as needed.**
- **Appropriately monitors social activities and home environments.**
- **Maintains case files, contact logs and court records on each offender.**
- **Arranges and monitors payment of restitution, fees and fines**
- **Monitors compliance with all court orders**
- **Performs record checks**
- **Monitors and documents program compliance**
- **Initiates violation of probation proceedings or other program sanctions**
- **Provides crisis intervention services.**
- **Recommends incentives for positive step completion**
- **Complies with departmental policy and procedures**
- **Conducts drug testing of clients**

- Conducts medication monitoring
- Other duties as assigned or required

Salary Range: \$38,000 - \$57,000

Application Deadline: November 15, 2018

Application Process: Send cover letters and resume to:

**Mark Krueger
Director of Probation
119 W. Madison Street, Room 404
Ottawa, IL 61350**

All applicants must be certified as eligible by the Administrative Office of the Illinois Courts. Applications for certification may be obtained at www.state.il.us/court.

All applicant finalists may be subjected to a criminal history and physical examination.