

JOB POSITION OPENING

DEPARTMENT: Kane County Court Services

TITLE: Probation Officer

Possible unit assignments include: Adult, Juvenile, Specialized Probation Services, Drug Rehabilitation, Sex Offender, Community Restitution Services, Pretrial, Domestic Violence, Administrative/Warrant, Special Programs Hybrid, Hybrid, Conditional Discharge, Pre-Sentence Investigation

REPORT TO: Court Services Supervisor

RESPONSIBLE FOR: Working with individuals under the jurisdiction of the Court by promoting positive behavioral change utilizing methods proven to increase public safety. In doing so, the probation officer works with individuals to maximize their potential and mitigate risk to the community in an effort to reduce recidivism.

MINIMUM QUALIFICATIONS: Must have a Bachelor's Degree from an accredited college or university preferably in the human services fields of study, be on the Administrative Office of Illinois Court hiring list at the time of hire, and have a valid driver's license.

GENERAL EMPLOYMENT QUALIFICATIONS: In addition to the minimum educational requirements, successful applicant will have the demonstrated ability in the following:

- *Oral/Written Communication Skills*
- *Interpersonal Sensitivity*
- *Planning/Organizing*
- *Problem Analysis and Solutions*
- *Oral Fact Finding Skills*
- *Computer Competency*
- *Bilingual, English/Spanish Language Skills Preferred*

Consideration will also be given to work histories and basic knowledge of Court Services.

NOTICE TO APPLICANTS: Applicants will be subject to a criminal history background check before an offer of employment is made. A Hiring List of potential candidates will be compiled and kept for a period of six months.

STARTING DATE: To Be Determined

STARTING SALARY RANGE: \$47,209.50 (\$24.21 per hour)

APPLICATION DEADLINE: January 18, 2023 at 5:00pm

APPLICATION PROCESS: Apply on the Kane County Website. Submit Kane County application, cover letter, resume, and pre-interview questionnaire. Any questions contact: Kerri Brummel, Administrative Assistant
Court Services
Kane County Judicial Center
37W777 Rte. 38, Suite 150
St. Charles, Illinois 60175-7532

THOSE EMPLOYEES COVERED BY THE BARGAINING UNIT ARE REPRESENTED BY THE "GENERAL CHAUFFEURS SALES DRIVERS AND HELPERS, LOCAL UNION #330." INITIATION FEE OF \$100 AFTER 30 DAYS PROBATION, PLUS A REGULAR MONTHLY FEE WHICH EQUALS TWO AND A HALF (2 1/2) TIMES THE HOURLY RATE PLUS \$3.00.

"EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request"