

Position: 24th Judicial Circuit Monroe County Probation Officer

The Probation Officer assigned to the 24th Judicial Circuit office located in Monroe County is appointed by the Chief Circuit Judge. This position reports directly to the Monroe County Chief Managing Officer. This officer will supervise adult and juvenile probationers placed on probation for traffic, misdemeanor, or felony sentences.

QUALIFICATIONS:

All applicants for the position of Probation Officer must minimally meet the following qualifications for appointment:

- A. Obtain a bachelor's degree from an accredited college or university.
- B. Certified eligible for appointment by the Administrative Office of the Illinois Courts.
- C. must be 21 years of age or upwards.
- D. Be a resident of the county in which they applied, U.S. citizen and a resident of Illinois within 90 days of appointment.
- E. Possess a valid driver's license
- F. Possess strong written verbal and interpersonal communication skills
- G. Possess strong organizational and time management skills.

DUTIES AND RESPONSIBILITIES:

Interviews defendants and all other primary persons involved in presentence investigations, juvenile dispositional reports, and adoptions.

Collects comprehensive information, verifies all facts, analyzes, and organizes information into a written summary for the court.

Initiates personal contact, when appropriate with secondary persons such as victims of crimes, family members, school officials, employers, and police personnel.

Conducts home visits and field visits to assess offenders' living and community situations.

Engages defendants in an assessment process, scores validated risk assessments to determine criminal risk to reoffend; develops individualized case plans for offenders to monitor court orders and reduce criminal risk.

Advocates for offenders and conducts correctional interventions.

Refers defendants to appropriate therapeutic services and monitors offenders' progress in court referred programs.

Provides crisis intervention when needed.

Appears in court and testifies in criminal cases when appropriate.

Documents all substantive contacts with defendants and collateral parties.

Prepares timely written reports for court.

Participates in staff meetings and attends relevant training.

Coordinate and monitor all interstate/intrastate transfers.

Complete initial sex offender registration and/or direct offenders on how to complete registry.

Coordinate and monitor Community Service.

Monitors and oversee all conditions of supervision ordered by the court