



POSITION OPENING

POSTING DATE: December 22, 2020
DEPARTMENT: Court Services
POSITION TITLE: Chief Adult Probation Officer
AFFILIATION: Non-Exempt
GRADE: 18
HOURS: Full-Time (40 Hrs. /Wk.)
WAGE: \$32.25-40.28/HR

APPLICATION DEADLINE: January 5, 2021

Interested candidates should submit a cover letter, resume, Tazewell County job application and contact information to:

John Horan, Court Services Director
334 Elizabeth Street
Pekin, IL 61401

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> under "How Do I Apply For A Job."

Tazewell County is an Equal Opportunity Employer

The Circuit Court of the Tenth Judicial District
Tazewell County Office of Court Services

CHIEF ADULT PROBATION OFFICER
Position Description

Department: Adult Probation

Grade 18

NATURE OF WORK

Appointed by the Chief Judge of the Tenth Judicial Circuit and directly supervised by the Director of Court Services and Probation, this position is responsible for all duties as described in Chapter 730 of the Illinois Compiled Statutes, Act 110, Section 12.

This position requires a commitment to achieving the current mission of the Tazewell County Probation Department and ensuring investigations, supervision of probationers, and administration of court orders are undertaken pursuant to statute.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the daily division operations, the performance of officers assigned to the division, and their combined caseloads;
- Interview and hire division officers;
- Assign and review cases, pre-sentence investigations, and other departmental work;
- Develop and maintain community and agency relationships critical to the functioning of the division;
- Act as informational liaison between staff and administration, the Courts, or other agencies;
- Perform any and all caseload duties in the absence of the assigned officer;
- Authorize all requests for vacation, sick, compensatory, or other time off or for overtime and approve time sheet documentation for payroll;
- Perform and/or direct the training of new staff;
- Perform staff evaluations;
- Perform case audits of officers at regular intervals;
- Cooperatively, with the director, participate in contract negotiations, staff discipline, and other personnel-related functions;
- Represent the director and or the department at county board or other agency meetings;
- Assist the director in program development;
- Design and implement programs for clients utilizing MI, Cognitive Learning principles, and other appropriate programming strategies;
- Train staff on instructing programs and group reporting;
- Able to produce outcome measures for probation officers;
- Design and implement accountability standards for probation officers;
- Supervises Interstate Compact responsibilities; and
- Writes all departmental policies and procedures.

PERIPHERAL DUTIES

- Supervise armed and unarmed probation officers;
- Develop and administer operations of the specialized programs maintaining state and local agency contacts that further program-specific operations;
- Conduct monthly staff meeting;
- Run programs for both adult and juvenile populations as needed (anger management, parenting, group reporting, cog, domestic violence and other programs as the need arises);
- Responsible for field visit training and operations for line and armed officers
- Supervise non-traditional work schedules, including weekend and evening community and office contacts and weekend bond court;
- Assume on call responsibilities, if necessary, for after-hour staff issues and Domestic Violence Surveillance Program;
- Supervise and adhere to all departmental procedural and safety guidelines for line and armed officers;
- Coordinate firearms training for assigned staff;
- Complete and/or review monthly AOIC statistical reports for the division;
- Assess product performance and maintain inventory of drug testing supplies and equipment for the division; and
- Perform any other duties or undertake any other projects as assigned by the director.

REQUIREMENTS OF WORK

Education and Experience

1. A master's degree in management, public administration, criminal justice, or social services, and one or more year's employment in probation/court services.
2. A bachelor's degree and two or more year's employment in probation/court services.

Knowledge, Skills, and Abilities

- Must be able to demonstrate superior leadership skills;
- Must be able to communicate effectively, both verbally and in writing;
- Must be aware of and able to articulate current criminal justice concepts and philosophies;
- Must be aware of and able to implement current field and office officer safety practices;
- 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 appropriate resource referrals;
- Must be able to establish successful working relationships and demonstrate an ability to work with all levels of management and line staff;

- Must demonstrate an understanding of and be able to implement team building concepts;
- 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;
- Previous supervisory experience desired; and
- Must be familiar with evidence-based practices and principles.

SPECIAL REQUIREMENTS

- Must be a resident of the state of Illinois within ninety (90) days of appointment.
- Must be certified eligible as a 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.

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, and OC spray, if necessary.

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 low-level physical training.

The qualified incumbent must have good hand-eye coordination and visual ability sufficient to operate computers, multi-function phone systems, and field radios, and motor vehicles.

The qualified incumbent must have hearing and speaking ability, which is 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, if necessary.
- climb stairs and traverse varying types of terrain in the course of home visits, if necessary.

Physical Effort-Moderate/Considerable

The qualified incumbent will be required to:

- engage in self-defense and other low-level physical training as directed.
- engage in interaction with and the transporting of resistant probationers, if necessary.

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.

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 may be exposed to periods of time in squad cars and to outdoor conditions, which can involve weather extremes.

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 work demands and the supervised population, the officer will work in a psychologically stressful environment.