

Twenty-Third Judicial Circuit
DeKalb County Court Services
200 N. Main Street
Sycamore, IL 60178
Phone: 815-895-7199
Fax: 815-895-1642



POSITION OPENING

DEPARTMENT: DeKalb County Court Services

TITLE: Juvenile Probation Officer

RESPONSIBLE TO: Supervisor

RESPONSIBLE FOR: Supervising juveniles placed on Probation/Court Supervision, while ensuring appropriate delivery of services and targeted interventions. Also responsible for preparing complete, accurate, and timely reports, as well as responding to the needs of the juvenile court.

DUTIES INCLUDE: See attached job description.
(Including but not limited to):

MINIMUM QUALIFICATIONS: Bachelor of Arts or Science Degree; preferably in Criminal Justice, Social Work, or Psychology

GENERAL EMPLOYMENT QUALIFICATIONS:

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

- * *Oral/Written Communication Skills*
- * *Organizational skills*
- * *Ability to Collaborate in Team Work Environment*
- * *Efficiency*
- * *Bi-lingual Preferred (English/Spanish)*

STARTING DATE: January 22, 2018

SALARY RANGE: \$40,477.84 annually

APPLICATION DEADLINE: December 21, 2018 @ 5:00PM

APPLICATION PROCESS: Letters of application and resumes accepted by:

Michael Venditti, Supervisor
DeKalb County Court Services
200 North Main Street
Sycamore, IL 60178
MVenditti@dekalbcounty.org

Applicants need to be on state approval hiring list.

THOSE EMPLOYEES COVERED BY THE BARGAINING UNIT ARE REPRESENTED BY THE "METROPOLITAN ALLIANCE OF POLICE, CHAPTER 696." REGULAR MONTHLY FEES ARE ASSESSED IN THE AMOUNT OF \$33.33.

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

DEKALB COUNTY - JOB DESCRIPTION

JOB TITLE: Juvenile Probation Officer

JOB CODE:

Non-Exempt

DEPARTMENT: Court Services

GENERAL SUMMARY

Under the supervision of the Director and/or Supervisor, the Probation Officer will supervise and broker offenders referred to the Twenty-Third Judicial Court. The Officer is responsible for service delivery to offenders within departmental and statutory guidelines designed to enhance public safety. The Officer will be responsible for the achievement of departmental objectives, as well as ensuring high quality and cost effective service delivery systems. The Officer performs special projects as directed by the Director and/or Supervisor.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Monitors the conditions of probation as set forth by the Twenty-Third Judicial Court and reports violations to the State's Attorney's Office.
2. Supervises and counsels offenders placed under his/her supervision in order to achieve successful completion of court ordered conditions.
3. Prepares and coordinates all information relative to his/her case assignments in order to provide factual information in a timely manner to the court when called upon to testify.
4. Maintains face-to-face contacts per level of supervision established by the accurate completion of the YASI tool.
5. Develop, review, and modify case plans with each offender as established following the YASI tool.
6. Maintains an accurate and timely historical record of all information related to assigned probation cases under his/her supervision.
7. Refers in a timely and appropriate manner all cases to community social service agencies and advocates for necessary services from the agencies.
8. Refers, in a timely and appropriate manner, all appropriate cases to community agencies and monitors progress through regular contact with said agency.
9. Submits accurately documented weekly activity reports/monthly statistical reports to supervisors in a timely manner.
10. Provides accurate information to probation departments outside the jurisdiction of DeKalb County on transfer/courtesy supervision cases.
11. Develops and maintains positive working relationships with allied agencies and other interested groups within the county.
12. Assesses on a continuous basis methods to improve service delivery.
13. Will attend meetings, court, staffings and home visits as ordered by the court and/or management.
14. Adhere to all Court Services policy and procedures.
15. Attends and participates in scheduled staff meetings.
16. Performs special projects and responsible for successful completion of directives as specified by the Director and /or Supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through the completion of a Bachelor's Degree from an accredited college or university and fulfillment or requirements as defined by the Administrative Office of the Illinois Courts hiring list.
2. Must possess writing skills necessary to complete reports for use by the Court and other professionals.
3. Must possess all communication and negotiation skills necessary to elicit information from probationers and communicate these needs to service providers.
4. Requires analytical decision-making skills and problem analysis in order to deliver casework supervision and follow departmental policy and procedure related to the performance of the position
5. Requires interpersonal sensitivity to cultural and environmental differences found in probationers from a diversified caseload population as well as the work culture.
6. Requires planning, organizational and time management skills necessary to prioritize varied workload, prepare reports, and evaluate probationers' progress through the term of their supervision and meet necessary deadlines.
7. Requires all fact finding ability in order to complete reports, comply with applicable statutes, and compile monthly statistical reports.
8. Ability to transport oneself in order to accomplish job performance requirements as dictated by Court Services policy and procedures and AOIC requirements.

9. Requires working knowledge of Illinois Juvenile Court Act and local practice of the Juvenile Court.
10. Requires working knowledge of Word and Excel necessary to meet departmental deadlines.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Sitting, talking, hearing, far vision, near vision, handling (manipulating objects with the hands in a low level), fingering (working with the fingers, i.e., to type) are present 75% or more of the time. Reaching (extending the hands or arms), lifting an object less than 10 pounds, carrying an object less than 10 pounds are present about 50% of the time. Standing, walking, carrying an object 20 to 40 pounds is present about 25% of the job. Stooping, climbing stairs is present 10% of the time. Kneeling, crouching, bending/twisting, pushing an object 20 pounds or less is required in unusual or non-routine situations. Crawling, running, swimming, grappling, climbing, balancing, feeling (using touch in fingers), lifting objects 10 pounds or more, carrying objects 40 to 100 pounds, pushing or pulling objects 21 pounds or more are not required.

WORKING ENVIRONMENT WHILE PERFORMING THE ESSENTIAL FUNCTIONS

Normal office environment where there is no exposure to hazards of dust, noise, temperature and the like 90% of the time. Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 10% of the time or less. Extreme temperature changes, hot or cold, wet or humid, noise level (minimum 90 decibels), physical injury or attack from a defendant is present in unusual circumstances only. Vibrations, hazards from mechanical, electrical, chemicals, burns, explosives, radiant energy/radiation, heights above 12', injury from fast moving vehicle, atmospheric conditions (i.e., fumes, odors, dust, poor ventilation), or physically confined worksite are not present.

EQUIPMENT USED TO PERFORM THE ESSENTIAL FUNCTIONS

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone, surgical gloves, face mask and you may be required to travel by car (departments or personal).

REPORTING RELATIONSHIPS

Reports To: Director and/or Supervisor
Directs Work Of: None/Individual Contributor

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate passing a background check, drug test, and obtaining a tuberculosis screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a Two-Step@ Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the Kane County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

All employees with negative PPD's will be required to be retested annually or a signed declination form prior to the annual evaluation being processed.

Perspective employee has been cleared through a criminal background check.

BLOOD BORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print)

Employee Signature

Date

ame (Dept. Hd./Elected)

Title

Date