

ADAMS COUNTY PROBATION and COURT SERVICES DEPARTMENT

Adams County Juvenile Detention Center
200 North 52nd Street, Quincy, Illinois 62305
Phone: (217) 277-2233 Fax: (217) 277-2241

Adams County Probation Department
521 Vermont Street, Quincy, Illinois 62301
Phone: (217) 277-2170 Fax: (217) 277-2189

POSTING DATE: December 21, 2018

DEPARTMENT: Court Services – Probation

POSITION: Pretrial Probation Officer

HOURLY RATE: \$21.56 per hour (\$39,239 per year)

HOURS: 35 hours per week – Monday through Friday – 8:30 a.m. to 4:30 p.m.

MINIMUM QUALIFICATIONS: Bachelor’s degree from an accredited college or university. Availability to work a variable schedule. Ability to pass a background check and pre-employment drug test.

PREFERRED QUALIFICATIONS: A degree in Psychology, Sociology, Criminal Justice, Social Work, or related field of study. A working knowledge of probation programs and practices. Familiarity with the concepts of cognitive-behavioral techniques, motivational interviewing, social learning theory, and evidence-based principles. Familiarity with the criminal justice system. The ability to establish working relationships with a wide array of people and to work under stressful circumstances. Good problem solving, organizational, oral, written and computer skills. Possessing the qualities of integrity, professionalism, dependability, confidentiality, flexibility and a willingness to learn new skills. Ability to thrive in a team environment.

APPLICATION PROCESS: Please submit cover letter, resume’ and application, as noted below, by **January 10, 2019** to:

**Wendy Venvertloh-Director of Court Services
Adams County Probation Department
521 Vermont
Quincy, IL 62301
wvenvertloh@co.adams.il.us**

APPLICATION: A local application is available at following link:

<http://www.co.adams.il.us/Probation/forms/employmentapplication.pdf>

In addition, a “Probation/Court Services Employment/Promotion Application” from the Administrative Office of the Illinois Courts – Probation Division must be completed and is available at the following link:

<http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment/>

Only interviewed applicants will be notified of the selection process.

The County of Adams is an Equal Opportunity Employer