

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: June 22, 2017

DEPARTMENT: Court Services – Probation

POSITION: Pretrial Probation Officer

HOURLY RATE: \$20.72 per hour (\$37,710 per year)

HOURS: 35 hours per week – Monday through Friday – variable from 5:30 a.m. to 4:30 p.m.

MINIMUM QUALIFICATIONS: Bachelor’s degree from an accredited college or university. A degree in Psychology, Sociology, Criminal Justice, Social Work, or related field of study is preferred. Availability to work a variable schedule.

PREFERRED QUALIFICATIONS: 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 **July 13, 2017** 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

JOB DESCRIPTION

POSITION TITLE: Pretrial Probation Officer

REPORTS TO: Supervisor, Chief Probation Officer, Director of Court Services

SUMMARY: Conduct interviews and investigations to help prepare a report to aid the Court in evidence-based decision making at bond call regarding the setting of bond and the release of defendants. Monitor defendant's compliance with conditions of release.

DUTIES and RESPONSIBILITIES:

1. Interview defendants to gather basic information.
2. Conduct pretrial risk assessment to determine offender's risk of pretrial misconduct.
3. Verify information received from the defendant through available local, state and national sources and by contacting and interviewing the defendant's employers, family, friends, neighbors, and others.
4. Prepare reports for the court to utilize in setting bond amounts.
5. Review conditions of release with defendant. Answer questions. Explain the consequences of non-compliance.
6. Monitor defendants on release status for compliance with release plans and conditions. May require defendants to submit to alcohol and/or drug testing. Verify the defendant has met all court imposed conditions.
7. Investigate information received regarding potential violations of release conditions. Notify States Attorney's Office of any verified violation(s) of release conditions.
8. Make appropriate program or service referrals.
9. Utilize positive reinforcement to acknowledge any evidence of pro-social behavior or verbal statements on the part of the offender. Convey optimism the offender can change.
10. Enhance intrinsic motivation through knowledge of the stages of change and utilization of motivational interviewing techniques.
11. Contact defendants regarding upcoming hearings.
12. Utilize cognitive behavioral methods that examine thinking and attitudes.

13. Attend court hearings. Maintain an up-to-date knowledge of offender compliance/behavior in order to report such at hearings.
14. Maintain case notes. Case file must be up-to-date, organized and complete.
15. Maintain a productive working relationship with all agencies, individuals (especially victims) and governmental units with whom the department interacts.
16. Represent and promote the department's vision, mission and philosophy before groups and individuals.
17. Identify ways to improve department procedures and processes.
18. Anticipate and appropriately respond to emergencies.
19. Collect urine specimens for drug testing.
20. Respond to needs, requests, and requirements of local Judges.

EXPERIENCE/EDUCATION:

A Bachelor's degree preferably in criminal justice, public administration, or social services.

FURTHER QUALIFICATIONS:

This position requires an individual who is highly organized. Must be computer proficient. Must be a United States citizen and resident of Illinois within 90 days of the date of appointment.

ADDITIONAL:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related duties as assigned by immediate supervisor and other management as required. This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.