

WHITESIDE COUNTY COURT SERVICES

Kevin Johnson, Director

200 E. Knox Street

Morrison, IL 61270

815-772-5190

815-772-2917(fax)

June 21, 2016

Accepting applications for: PROBATION OFFICER
Starting Pay: \$35,297.60 (annual)
Approved Work Time: 80 hours/pay period
Application Close Date: July 5, 2016

Duties for this position include serving the Court through the supervision of offenders such as conducting home visits and other field work, report writing, court testimony, on-call assignments, drug testing, as well as other duties including those mandated by the Illinois Compiled Statutes.

Abilities needed include developing competency in the duties of a probation officer; gaining a working knowledge of the criminal justice system; demonstrating strong organizational, writing and computer skills; exhibiting skills to work well with a wide array of people including offenders and their families, victims of crime, co-workers, court personnel and law enforcement as well as members of the community.

Qualities being sought include integrity, professionalism, dependability, confidentiality, flexibility, and a willingness to learn new skills.

Minimum Qualifications: Bachelor's Degree from an accredited college or university, preferably with major course work in criminal justice, psychology, sociology, or related social sciences.

Compensation: \$35,297.60 (annual); plus benefits. **Probationary period:** Twelve months

Those interested must submit a cover letter and resume to the Director of Whiteside County Court Services at the address listed above by July 5, 2016.

In addition, interested applicants must submit a state application for probation court services employment. This and related instructions can be accessed at the Illinois Courts website:

http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment/Probation-Court_Services_Employment-Promotion_Application.pdf

Inquiries can be directed to:

Joyce Barsema, Administrative Assistant
Whiteside County Court Services
200 E. Knox Street

Morrison, IL 61270

(815-772-5119)

(Authorized by: Kevin Johnson, Director)

Whiteside County Court Services' mission is to serve the Court in a manner that encourages responsible offender behavior and enforces adherence to court-ordered conditions with the overriding goal of enhancing community safety and trust, while offering compassion and seeking restoration in the lives of victims.

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