

WHITESIDE COUNTY COURT SERVICES

Kevin Johnson, Director

200 E. Knox Street

Morrison, IL 61270

815-772-5190

815-772-2917(fax)

October 27, 2008

Job Announcement: PROBATION OFFICER
Grade: 31
Starting Pay: \$30,284.80 (annual, effective 12-1-08)
Approved Work Time: 80 hours/pay period
Close date: November 10, 2008

Duties for this position include serving the Court through the supervision of offenders and interacting with their family members, conducting home visits and other field work, report writing, on-call assignments, drug testing, and other duties 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 are 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: \$30,284.80 (annual, effective 12-1-08); plus benefits.

Probationary period: Twelve months

Those interested must submit a cover letter and resume to the Director at the address listed above. In addition, interested applicants must submit a state application for probation/court services employment. Inquiries can be directed to:

Theresa Farrell, 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.

EOE.