

Department: First Judicial Circuit of Illinois Probation and Court Services
(Alexander, Jackson, Johnson, Massac, Pope, Pulaski, Saline,
Union and Williamson counties)

Title: Adult/Juvenile Probation Officer

Purpose: The First Judicial Circuit Probation and Court Services Department is accepting applications for full-time Probation Officer positions until filled. There are current openings in Jackson, Saline, and Williamson Counties.

Starting Salary: \$43,200 (plus benefits)

Minimum Qualifications: Bachelor's Degree from an accredited college or university required, preferably with a major in criminal justice, social work, psychology, sociology, or related field; First Judicial Circuit resident; must pass a criminal background check and a drug test; must possess a valid Illinois driver's license.

Duties: Essential duties and responsibilities for this position include: monitoring adults and juveniles under the jurisdiction of the Court; office, home, school, community and jail contacts; interaction with family members, school officials, the court system, and community agencies; referring clients to community agencies; report writing; appear in court and testify as needed; maintain thorough and accurate records of all case files; drug testing; on-call duties and all duties mandated by the Illinois Compiled Statutes and the Director of Probation.

Abilities: Abilities being sought include: developing competency as a probation officer; gaining understanding of the criminal justice system; excellent verbal and written communication skills; the ability to work well with others in a variety of settings and with diverse populations including clients, victims, colleagues, law enforcement and school personnel; must be able to comply with departmental policies and procedures and must be able to attend required training and maintain annual training hours.

Qualities: Qualities preferred are: flexibility, integrity, professionalism, dependability, the ability to maintain confidentiality, a strong work ethic, strong planning/organizational skills computer competency and a willingness to learn new skills.

Application Process: Please submit a cover letter and resume to:

Jeff Watkins, Director of Probation and Court Services
200 West Jefferson, Suite 155
Marion, Illinois 62959
or email to: jwatkins@fjc-il.org

The First Judicial Circuit is an Equal Opportunity Employer.

