

DOUGLAS COUNTY PROBATION
Douglas County Courthouse
401 South Center Street
Room 101
Tuscola, IL 61953
217-253-4212 (phone) 217-253-4392 (fax)

Job Title: **Administrative Assistant**

Responsible to: **Chief Probation Officer**

Salary: **\$32,260.00 (\$17.73 hr)**
\$32,760.00 (\$18.00 hr) upon satisfactory completion of probationary period
Plus benefits (health insurance, IMRF retirement, paid sick, vacation & personal time)

Probationary Period: **6 months**

Work Hours: **35 hours/week Monday-Friday 8:30a.m. to 4:30p.m. (or as assigned)**
Available to work after hours, as may be needed, may include weekends and holidays.

Duties: Essential duties and responsibilities for this position include but are not limited to;
See attached Job Description

Abilities: Abilities, skills, and knowledge being sought include, but are not limited to; attention to detail, effective verbal, oral, and written communication skills, ability to demonstrate organizational/time-management and computer skills, ability to operate office equipment, ability to work well with others in a variety of settings and with diverse populations that include clients/offenders, victims, colleagues, law enforcement and school personnel, must be able to comply with departmental attendance policies and procedures, and must be able to attend required training.

Qualities: Qualities needed are; trustworthiness, resiliency, flexibility/adaptability, integrity, professionalism, dependability, the ability to maintain confidentiality, a strong work ethic, and a willingness to learn new skills.

Requirements: Must have at least a high school diploma or equivalency. Associate's degree preferred. Must pass a criminal background check, provide a negative drug screen/test result, and possess a valid driver's license.

Application Process: Please submit an application, cover letter, and resume to Douglas County Probation at the address listed above or to probation@douglascountyil.gov by February 28, 2025. Applications available for pick up at the Douglas County Probation Department.

Douglas County Probation is an Equal Opportunity Employer

Douglas County Probation Department
Administrative Assistant
Job Description

Per Douglas County Probation Department Policy & Procedures:

III. A6.3-CLERICAL (Administrative Assistant)

The duties and essential functions of clerical personnel shall be:

1. To receive, answer, and relay incoming telephone calls.
2. To assist in preparations Pre-Sentence, Social Investigation, and other necessary reports.
3. To keep current records and statistics and other information that will be stored in the computer system.
4. To have persons initially placed on probation or supervision fill out intake information forms when appropriate.
5. To assign cases to Officers at the direction of the Chief Probation Officer.
6. To close out all files when cases are terminated.
7. To file all closed cases and maintain current records on all closed records that are filed in the basement.
8. To complete all other duties assigned by the Chief Probation Officer.

e.g.: see below

- Process bills
- Assist Probation Officers with processing of cases
- Order and maintain office supplies
- Assist in the completion of the Annual Plan
- Communicate and collaborate with agencies and entities
- Communicate/interact with probationers/clients
- Complete and submit written reports (statistical, etc...)
- Monitor Court schedule and keep Officers updated
- Properly store and maintain case files, documents, etc...

Work hours M-F 8:30am to 4:30pm (one hour lunch)

Starting salary: \$32,260.00 (\$17.73 hr)
\$32,760.00 (\$18.00 hr) after 6th month