

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: **Douglas County Adult/Juvenile Probation Officer**

Responsible to: **Chief Probation Officer**

Min. Starting Salary: **\$45,980** 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 (detention calls, etc.), which may include weekends and holidays.

Duties: Essential duties and responsibilities for this position include but are not limited to; serving the Court through investigation, supervision, and monitoring of both juvenile and adult offenders; home, office, community, jail and school contacts; interaction with family members, school officials, the court system, community resources; report writing, observed drug screening (urine specimen collection), on-call duties and all duties as described in 730 ILCS 110/12.

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 and maintain a minimum of 20 training hours per year.

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 a Bachelor's Degree from an accredited college or university, preferably with major work in criminal justice, social work, psychology, sociology or related social sciences; must pass a criminal background check, submit to a psychological evaluation, provide a negative drug screen/test, 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**. Applicants must also submit a state application for eligibility to the Administrative Office of the Illinois Courts and be on the Administrative Office of the Illinois Courts list of eligible candidates at the time of hire. The application can be obtained from www.illinoiscourts.gov/documents-and-forms/employment-application .

Douglas County Probation is an Equal Opportunity Employer