January 2016

JOB DESCRIPTION: Adult Probation Officer

Pursuant to the provisions of 730 ILCS 110/15, and in keeping with the guidelines of the AOIC, the following requirements apply:

Any person employed by Illinois probation and court services departments shall be:

A. A citizen of the United States.

B. A resident of the State of Illinois within 90 days of the date of employment (the circuit courts may impose more restrictive employment requirement.)

C. Otherwise, generally qualified as provided by law or rule of the court. Circuit court policy may establish more restrictive employment requirements.

D. Have an automobile along with appropriate driver's license, insurance, and a telephone.

<u>Non Supervisory Personnel</u>

Any person employed in a non-management, non-supervisor (e.g., a pretrial, probation or detention officer) shall have:

A. A bachelor's degree from an accredited college or university, preferably with major course works in criminal justice, psychology, sociology, social work, or related social science.

"Non-Supervisory" personnel are defined as a probation or court services officer with no professional staff under his or her administrative direction or control.

This position is under the direct supervision of the Adult Unit Supervisor. The Adult Probation Officer, depending upon the position and duties assigned, may be responsible for performing the following services; pretrial, adult intake, pre-sentence investigations, electronic monitoring, public service work, adult probation supervision.

This includes the gathering of information, preparation of case files, preparation of reports for the Court and other agencies, monitoring clients' activities, providing testimony in court when necessary and monitoring the collection of court ordered monies.

The Adult Probation Officer in this unit works closely with the Judiciary, the State's Attorney's Office, the jail, all local, state and federal law enforcement agencies along with a number of other criminal justice personnel and social service treatment programs. Adult probation officers should develop a good working knowledge of social services available for clients at both the local and state level. The Adult Probation Officer will perform additional duties as assigned. As assigned, adult probation officers are on call and responsible to provide intervention or emergency services outside normal working hours (i.e. Drug Court).

Significant Responsibilities: Requires ability to interview, evaluate information and make reasonable decisions; requires ability to maintain accurate records and files; requires ability to communicate effectively both orally and in writing; requires ability to understand the unique problems of offenders; requires patience and the ability to cope with stressful situation; requires ability to establish and maintain satisfactory/professional working relationships with staff, probationers, the Court, criminal justice personnel and the public.

Illustrative Examples of Work:

1. Provides supervision to probationers; provides supportive assistance on emotional, mental health, family, educational, financial, employment, or other related issues; identifies current and potential problem areas which may necessitate attention and ascertains an appropriate supervision plan; conduct office interviews of probationers; conducts field work visits, investigations, crisis prevention and staffing of clients.

2. Interviews Offenders, obtaining information about present and any past offenses, social history and other pertinent facts; performs other investigative functions, obtaining and/or attempting to verify information; provides and produces reports and appears at hearings to answer questions and provide information.

3. Prepares written presentence reports on clients referred by the Court; provides information to the presiding judge concerning disposition for optimal treatment of offenders; collects and evaluates information from a variety of sources.

4. Prepares and maintains appropriate records and files for use and for dispensing to the courts and governmental agencies. These records and files may consist of automated records and hard copy records.

5. Performs other duties as assigned or required.

6. Demonstrates accountability, integrity and maturity in all aspects of the job.