

**May 8, 2024**

**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

<b>POSITION:</b>	Pretrial Field Officer
<b>NUMBER OF VACANCIES:</b>	1
<b>SHIFT</b>	Monday to Friday, 12:00 PM to 8:00 PM
<b>DIVISION:</b>	Office of Statewide Pretrial Services, Division of Pretrial Operations
<b>SALARY:</b>	Minimum \$62,355; starting salary commensurate with experience
<b>BENEFITS:</b>	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
<b>LOCATION:</b>	Lawrence County
<b>REPORTING RELATIONSHIP:</b>	Field Supervisor

The Office of Statewide Pretrial Services' (OSPS or Office) mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. The OSPS is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office develops pretrial standards and employs pretrial service officers who conduct pretrial investigations and provide pretrial supervision.

**ESSENTIAL DUTIES:** The Pretrial Field Officer is an advanced pretrial position within the Pretrial Field Operations Section. This position provides pretrial services in the field, which could include regional travel and home visits. to interacts with pretrial clients placed on electronic monitoring and other court-ordered methods of pretrial supervision, including the installation and retrieval of electronic monitoring equipment, which could include home visits. This position also provides prepares pretrial reports and provides pretrial supervision and works under the general direction of the Field Supervisor within the Division of Pretrial Operations, Field section. within the Division of Pretrial Operations. **This position requires working 37.5 hours per week and overtime when necessary. The required working hours for this position are Monday to Friday, 12:00 PM – 8:00 PM.**

There is 1 vacancy available located in the following county:

- Lawrence

**FUNCTIONS INCLUDE:**

- Travels to sites across the state to perform installation and retrieval of Electronic Monitoring hardware.
- Troubleshoots, diagnoses, and escalates electronic monitoring hardware and software issues.
- In person verification of information provided by defendants placed on electronic monitoring, including home visits.
- Contacts and coordinates with law enforcement entities related to defendants' non-compliance.
- Generates case management notes, progress and violation reports related to defendants' non-compliance.
- Observes, collects and processes drug and alcohol testing samples.

- Interviews and assembles information and data concerning employment, residency, criminal record, and social background of arrested persons.
- Collects records of criminal history and failure to appear history through electronic judicial case management systems, pretrial case management systems, LEADS/NCIC and other sources.
- Verifies and documents information collected from the defendant through collateral contacts to ensure accuracy and completeness of pretrial reports.
- Attends and testifies at court hearings where the status of defendant's pretrial release or conditions are determined, reviewed or evaluated, modified, or stricken.
- Attends OSPS pretrial services trainings and maintains a working knowledge of state laws and national standards pertaining to pretrial services.
- Performs other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

#### Minimum Qualifications:

1. A Bachelor's Degree from an accredited university.
2. Ability to be LEADS certified.
3. Two years of experience working in law enforcement or community corrections.
4. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).
5. A valid Illinois Driver's License, a safe driving record and proof of automobile insurance to operate a personal vehicle on state business.

#### Preferred Qualifications:

1. Bachelor's Degree in Criminal Justice or a social services related field.
2. Five or more years of professional working experience in a public or private organization.
3. Two or more years of experience working with electronic monitoring systems.
4. Current certification as a LEADS operator.
5. Master's Degree.

### **PHYSICAL REQUIREMENTS:**

1. Ability to sit for extended time periods.
2. Professional office working environment requiring telephone usage and ability to process written documents.
3. Ability to travel, including overnight stays, as required.

### **HOW TO APPLY:**

**Interested individuals should submit a resume and cover letter through the form below.**

<https://app.smartsheet.com/b/form/cfd666f464473185cddb0a5b7b361>

**This position will remain open until filled. However, those individuals submitting materials by May 18, 2024 will be given first consideration.**

**Any questions about this position or the application process can also be submitted via email at the following address: [pretrialservices@illinoiscourts.gov](mailto:pretrialservices@illinoiscourts.gov) .**

**EQUAL OPPORTUNITY EMPLOYER**