



18TH JUDICIAL CIRCUIT COURT
DuPage County, Illinois
505 N. County Farm Road
Wheaton, Illinois 60187

NOTICE

THE 18TH JUDICIAL CIRCUIT IS SEEKING APPLICATIONS FOR:

DIRECTOR OF PROBATION AND COURT SERVICES

SALARY RANGE: \$145,000-\$165,000

The Chief Judge of the 18th Judicial Circuit Court is seeking an individual with substantial management experience, along with proven leadership skills in administering a complex organization, for the position of Director of Probation and Court Services.

The Director of Probation manages a staff of approximately 200 employees with four budgets totaling over \$15 million. The Probation Department actively supervises more than 7,000 cases which includes pre-trial and presentence investigations, adult case work and juvenile services, community service, in addition to DUI evaluations, drug testing, alcohol monitoring, GPS monitoring, home detention, Drug Court administration, Mental Health Court, Veterans Court, and Focus Court support.

The 18th Judicial Circuit is a single county circuit (DuPage County) and is located in the northeast region of the state of Illinois just west of Chicago, with a population of over 900,000. The Circuit Court of DuPage County consists of 48 judges.

DUTIES

Responsible for the ongoing direction and leadership in all phases of operation of the Department including;

- Organize the Department to ensure the expeditious and competent handling of the investigative and monitoring work for the court and the effective supervision of persons placed on pre-trial release and probation.
- Continuously analyze and evaluate the Department structure, workflow, policies, and procedures, and make improvements as needed.
- Establish goals and priorities for the Department and plan, implement, manage, and evaluate systems, programs, and procedures to achieve those goals.
- Delegate decision making responsibility at appropriate levels.
- Provide qualitative and quantitative measures of work performance and ensure accountability.
- Review, analyze, and interpret statutory and local court rule requirements for the administration of adult and juvenile probation services; promulgate policies, procedures and guidelines necessary to meet these requirements.
- Seek, review, and disseminate new case law and statutes pertaining to the criminal justice field to Department staff.

- Work with the court to create and implement policies, procedures, and guidelines to meet the needs of the court, and standards to provide an appropriate level of service delivery.
- Ensure that all reports submitted to the court are thorough, accurate, and timely.
- Select and recommend candidates for appointment as probation officers as well as the hiring of administrative employees.
- Provide specific recommendations based on thorough analysis and investigation to the court in all personnel matters, including promotions, demotions, disciplinary actions, corrective actions, grievances, and terminations.
- Develop standards of professional competencies and make certain that staff meets those levels and is trained and evaluated on a regular basis.
- Develop and implement orientation and training programs for employees.
- Maintain a system of open communication, enabling awareness of pertinent information at all levels while encouraging dialog and innovation.
- Prepare and submit a completed budget for the Department each year anticipating any changes or additions; appear before the County Board or one of the committees to submit and explain said budget; and give direction and supervision of fiscal controls including the preparation of budgets, bookkeeping methods, fiscal and programmatic reporting, purchasing and general management.
- Monitor the collection and payment of probation fees, DUI evaluation fees, drug testing fees, community service fees, and state reimbursements.
- Develop and submit the Annual Probation Plan to the Administrative Office of the Illinois Courts.
- Ensure all monthly operational reports are submitted to the Administrative Office of the Illinois Courts in a timely manner.
- Make available to the chief judge, circuit judges and the court administrator, in a periodic and systematic manner, pertinent reports pertaining to staff activities, program development and fiscal matters.
- Represent the Department and the court at local community events, as well as statewide committees.
- Serve as a representative of the Department and the court to government entities and community agencies.
- Prepare for and attend County Board meetings as a representative of the Department and the court, including Judicial Public Safety and Finance committee meetings.
- Provide guidance in the development and preparation of submissions for new programs and procedures including grants.
- Provide for facility maintenance and space needs, ensuring that staff have adequate equipment and a safe working environment.
- Represent the Department in all union related matters, including contract negotiations.
- Ensure compliance with the terms of the Collective Bargaining Agreement, the grievance process, and all state and federal labor laws.
- Perform other duties and assist with projects as assigned by the Court Administrator. May be assigned to other duties in other departments of the Court if needed.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adjust work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Perform related duties as required or assigned within job classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven leadership skills with demonstrated experience leading a complex organization.
- Proficiency in public or business administration procedures and practices, including budgeting techniques and methods.
- Substantial management experience with an outstanding track record of motivating teams and managing a diverse work force.
- Comprehensive knowledge of methods and procedures for developing and administering probation and court services programs.
- Comprehensive knowledge of methods of casework philosophy and supervision, methods, practices, individual and group behavior, and court social work.
- Outstanding written and oral communication skills.
- Thorough understanding of court procedures, practices, and terminology including State statutes, court rules and local ordinances.
- Exhibit the ability to be dynamic, confident and decisive.
- Possess the skills to work with great diplomacy with members of the judiciary and other justice partners.

EDUCATION and/or EXPERIENCE

Must be certified as a Chief Management Officer (CMO) level from the Administrative Office of the Illinois Courts (AOIC) (see education requirements below) or have applied to the AOIC at the time of this application submission. Must pass an extensive criminal history and employment history background check. Must have a valid driver's license.

Completion of a Master's degree in Management, Public Administration, Criminal Justice, or Social Services, five or more years of employment in probation/court services, and five or more years of management/supervisory experience; or possess a Bachelor's degree, and have seven or more years of employment in probation/court services, and five or more years of management/supervisory experience; or an equivalent combination of training and experience.

APPLICATION PROCEDURE AND SELECTION PROCESS

To be considered for this management position, please submit a letter of interest describing your management experience, a comprehensive resume that clearly demonstrates your professional experience, accomplishments, the size of staff and budget managed, and a list of five (5) professional references (references will not be contacted without notice). Thorough referencing and background investigation will be conducted once mutual interest has been established.

Applicants should submit the required packet to:

**Suzanne Armstrong,
Court Administrator
Office of the Chief Judge
505 N. County Farm Road
Room 2015
Wheaton, IL 60187**

Or email to CourtHR@18thjudicial.org

Applications will be accepted through March 7, 2025