

October 1, 2024

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

POSITION:	Pretrial Field Officer
NUMBER OF VACANCIES:	1
SHIFT	Monday to Friday, 12:00 PM to 8:00 PM
DIVISION:	Office of Statewide Pretrial Services, Division of Centralized Operations
SALARY:	Minimum \$62,355; starting salary commensurate with experience
BENEFITS:	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.
LOCATION:	Fayette/Effingham County
REPORTING RELATIONSHIP:	Electronic Monitoring Field Supervisor

The Office of Statewide Pretrial Services' (OSPS or Office) is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office's mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. OSPS prepares pretrial investigation reports for the courts and supervises individuals released from custody as directed by the court.

ESSENTIAL DUTIES: The Pretrial Field Officer is a pretrial position within the Alcohol Monitoring Section. This field-based position installs and retrieves electronic monitoring equipment and reviews alcohol monitoring data to determine compliance with court ordered alcohol conditions. This position is within the Division of Centralized Operations and works under the general direction of the Electronic Monitoring Field Supervisor. **This position requires working 37.5 hours per week. 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:

- Fayette/Effingham

FUNCTIONS INCLUDE:

- Travels regionally to courthouses and jails to install and retrieve electronic monitoring equipment and accessories.
- Enrolls defendants into electronic monitoring software and accurately documents defendants' activities in the case management system.
- Reviews and analyzes alcohol monitoring data and notifies the Alcohol Monitoring Chief of potential violations.
- Prepares pretrial progress and violation reports for alcohol and GPS monitoring.
- Contacts and coordinates with law enforcement when necessary to install or retrieve electronic monitoring equipment in locations other than the county courthouse or jail.
- Observes, collects and processes drug and alcohol testing samples.

- Interviews, assembles and verifies information and data concerning employment, residency, criminal record, and social background of arrested persons.
- Collects records of a defendant's criminal history through electronic judicial case management systems, pretrial case management systems, LEADS/NCIC and other sources.
- Attends and testifies at court hearings on electronic monitoring where the status of a defendant's pretrial release conditions are determined, reviewed, evaluated, modified, or stricken.
- Attends trainings and maintains a working knowledge of state laws and national standards pertaining to pretrial services and electronic monitoring.
- 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. Must possess a valid Illinois Driver's License and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.
5. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).

Preferred Qualifications:

1. Bachelor's Degree in Criminal Justice or a social services related field.
2. Three or more years of professional working experience in a public or private organization.
3. One or more years of experience working with electronic monitoring systems.
4. 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/cdfdf666f464473185cdbbd0a5b7b361>

A judicial branch application is not required to apply, but it will be required before final hiring decisions are made. The application can be downloaded from the Illinois Courts website:

<https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/b0377255-a5e8-4c75-af0b-65925622d97b/Judicial%20Branch%20Employment%20Application.pdf>

This position will remain open until filled. However, those individuals submitting materials by October 10, 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 .

EQUAL OPPORTUNITY EMPLOYER