

Department	Sangamon County Probation and Court Services
Title	Probation Officer
Header	The Sangamon County Court Services Department is accepting applications for a full-time Probation Officer position.
Responsibilities	<p>Under direct supervision, responsibilities may include tasks related to: court, investigation, report-writing, monitoring and documentation, case supervision, placement, referral/brokerage, record keeping and statistics, public service employment, home confinement/electronic monitoring, cognitive behavioral groups, and other related work as required.</p> <p>The Probation division of the department is made up of Adult Services, Juvenile Services and Program (Adult/Juvenile/Detention) Services. Probation officers are assigned to one of these areas dependent on workload and staffing needs as determined by management.</p>
Requirements	Obtained a bachelor's degree from an accredited college or university, preferably with major course work in criminal justice, psychology, sociology, social work, or related social sciences. Must be on the Administrative Office of Illinois Courts hiring eligibility list at the time of employment offer. Must pass criminal history and DCFS background checks and provide a negative drug test. Possess a valid driver's license.
Skills	Knowledge of the criminal justice system; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with probationers/clients, judiciary stakeholders, victims, social service/community agencies, and others; competent in the use of various software programs including Word and WordPerfect; ability to perform home/agency visits; ability to participate in officer safety training program which includes a physical component; and be proficient in legal writing.
Benefits	<p>Annual base salary \$52,362.00; health, dental, and life insurance; pension plan; deferred compensation option; paid vacation, sick, and personal time.</p> <p>To apply, please submit a cover letter and the Sangamon County Court Services Department application (go to www.sangamonil.gov, click Departments, click Probation and Court Services, click Employment Application). You may submit by mail to Sangamon County Court Services Department, Attention: Julie Durr, 200 South Ninth Street, Room 308, Springfield, IL 62701-1608 or by email to Julie.Durr@sangamonil.gov.</p>

Sangamon County is an Equal Opportunity Employer