

**January 6, 2023**

**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

**Applicant may be required to submit additional material or complete job specific tests for this position.**

<b>POSITION:</b>	Probation Training Specialist
<b>DIVISION:</b>	Probation Services Division
<b>SALARY:</b>	Starting salary \$66,416, 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>HOURS OF WORK:</b>	8:30 a.m. – 5:00 p.m.
<b>REPORTING RELATIONSHIP:</b>	Probation Program Manager

**ESSENTIAL DUTIES:** Under the Supervision of the Probation Program Manager, the Probation Training Specialist plans, develops, implements, coordinates, and evaluates state-wide probation programs and corresponding standards. This position has the flexibility to be located in either Chicago or Springfield.

**FUNCTIONS INCLUDE:**

- Facilitates, manages, and coordinates curriculum and course design.
- Delivers education and training to Illinois probation and court services' staff state-wide as well as other Judicial Branch stakeholders.
- Works closely with Judicial College subcommittees in the development of course plans, training events, and curriculum development.
- Assists in the recertification of state-wide probation and court services staff in various assessment tools and provides supplemental education as needed.
- Records on-demand training for use in the field.
- Works with departments to schedule and facilitate training.
- Assists in conducting Continued Quality Improvement measures with faculty, curriculum, and programs to maintain fidelity and ensure exceptional, evidenced-based trainings are delivered.
- Collaborates with probation and court services departments to establish implementation plans for future programming, reviews for success, and responds to the needs to assist in sustainable change.
- Addresses department questions and guides implementation efforts of programming, quality assurance measures, and evidence-based practices.
- Travels to and advises and assists county probation and court services departments regarding program implementation.
- Serves as division representative to outside organizations on various programmatic matters.
- Creates and delivers training presentations, according to the needs of other Judicial Branch stakeholders.
- Performs other duties as assigned.

**EXPERIENCE AND EDUCATION REQUIREMENTS:** A bachelor's degree in criminal justice, public administration, or a related area and three years of relevant experience is required or an equivalent combination of education and relevant experience.

**KNOWLEDGE AND SKILLS:**

- Working knowledge of adult and juvenile probation laws, regulations, procedures, and department operations at the trial court level.
- Ability to analyze and interpret program statistics, probation department needs, and statewide and national trends.
- Working knowledge of curriculum design, training, and instruction, and evaluating the training outcomes.
- Ability to maintain a variety of functions and projects simultaneously and meet required deadlines and schedules.
- Knowledge of various components of evidence-based practices including pragmatic applicability and implementation.
- Demonstrated leadership skills including planning and priority setting, sound decision-making, problem-solving, consensus building, and interpretive skills.
- Proficient in Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook).
- Strong analytical, organizational, and interpersonal skills.
- Ability to prepare clear and concise reports.
- Ability to communicate effectively, verbally and in writing.
- Associates with employees and the public in a pleasant, courteous, and helpful manner.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process written documents. Applicant 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. Applicant must have the ability to travel frequently, including overnight travel as required.

**Interested individuals should submit - via email - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:**

[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

**This position will remain open until filled. However, those individuals submitting materials by Friday, January 20, 2023, will be given first consideration.**

**EQUAL OPPORTUNITY EMPLOYER**