



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

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Notice of Job Vacancy

DATE: May 3, 2022

POSITION: *Probation Officer*

DEPARTMENT: Probation Department

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW – Judicial

BASIC FUNCTION: See attached job description.

APPLICATION REQUIREMENTS:

- Requires Bachelor's Degree.
- Must be a resident of the State of Illinois within ninety (90) days of appointment.
- Must be on the employment eligibility list maintained by the Administrative Office of the Illinois Courts. Application can be found at www.state.il.us/court
- Must have a valid Illinois Motor vehicle operator's license.

STARTING SALARY: \$ 38,245

APPLICATION PERIODS: May 3, 2022 – until position is filled (External)

METHOD OF APPLICATION: Send resume and application or apply in person to:

Human Resources Department
Vermilion County Administration Building
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

County applications can be found at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.

AA/EOE

VERMILION COUNTY

JOB DESCRIPTION

Job Title: Probation Officer

Department: Vermilion County Probation and Court Services

Reports to: Supervisor/ Deputy Director/ Director

Employment Status: Bargaining Unit - IBEW

SUMMARY: Monitors and reports to the Office of the State's Attorney and the Court regarding offender compliance;

Note: Depending on unit assignment, individual work under the direct supervision of a supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

Responsible for seeing that conditions as ordered by the Court for offenders are monitored.

Enforces special orders of the court that might include monitoring of substance abuse treatment, curfews and home detention as well as electronic monitoring.

Uses assessment tools to determine offender risk, needs and supervision requirements; develops individual supervision plans.

Maintains contacts with law enforcement agencies, members of judiciary, Office of the State's Attorney, Public Defender, employers, local social service agencies, schools and others.

May participate in presentations to groups on justice issues with permission from the Director.

Monitors payments of fines, costs and supervision fee.

Conducts investigations and accurately prepares court ordered reports as required by statute or court order.

Maintains case records and statistical data for evaluation purposes and for submission to the Administrative Office of the Illinois courts.

Appears at Court proceedings as directed and provides testimony when necessary.

Implements progressive discipline for non-compliant offenders.

Obtains urine specimens for analysis/analyzes specimens; collects DNA samples according to policy.

Conducts home visits of offenders to ensure the address, assess/verify living conditions of offenders.

Makes social service agency referrals for clients; is knowledgeable regarding various community resources and maintains appropriate, professional contacts.

May provide programming for clients to include cognitive, educational and other programming areas, as needed.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

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.

EDUCATION and/or EXPERIENCE Bachelor's degree (B.A.) from a four-year college or university with a degree in education, social service, psychology, sociology, criminal justice or other related human services degree. Requires thorough knowledge of court system, social service agencies and related State statutes.

LANGUAGE SKILLS Ability to read, analyze, and interpret data, to extract information, to understand professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from court personnel, clients, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization doesn't always exist. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception. The position requires the employee to possess a valid Illinois Driver's License. The position requires the individual to drive in all types of weather conditions and have the ability to drive during daytime and nighttime conditions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Potential problems may exist with clients who have not met the standards of their probation and are subject to detention or

further sanctions as may be imposed. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.