

Office of the Kane County State's Attorney



JAMIE L. MOSSER

State's Attorney

Kane County Judicial Center
37W777 Route 38 Suite 300
St. Charles, Illinois 60175

General Offices:
(630) 232-3500

JOB DESCRIPTION

Job Title: Deferred Prosecution Program Domestic Violence Case Manager

Department: State's Attorney's Office

FLSA Status: Full-time – Non-Exempt (35 hours/wk.)

Salary: \$40,000 / Year

Bargaining Unit: No

General Summary: Responsible for managing caseload of first-time offenders charged with domestic battery offenses.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Interview program applicants, conduct background checks, perform risk/need assessments, and communicate with arresting police department and victims regarding the application.
2. Attend court to assist in program entries, provide program progress updates to the court, seek status dates on active files, and/or discharge participants from the program.
3. Network with numerous treatment providers to ensure participant's compliance with the terms of the Program. This includes verifying substance abuse treatment, domestic violence counseling, employment and education.
4. Monitor participants making sure they are compliant with monthly reports, payments, counseling, employment, and education.
5. Provide Director with monthly statistical reports relevant to caseload progress.
6. Comply with all others duties as assigned.
7. Maintain Community Relations, speaking at various organizations educating the community of the role of the State's Attorney's Office and the Deferred Prosecution Program.
8. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's Degree and preferable work experience in Social Work or Criminal Justice.
- Strong Communication Skills
- Ability to work in fast paced work environment
- Ability to compute records and generate reports
- Ensures confidentiality and privacy at all times
- Treat others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same
- Willingly flexes to meet changing workload demands and priorities

- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines and reports

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

1. Sitting, talking, hearing and vision are required approximately 100% of the time.
2. Standing, walking, keying and reaching are required approximately 50% of the time.
3. The ability to speak loud and clear so listeners can understand.
4. Lifting files and books up to 20 lbs. required 10% of the time.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

1. General Office Environment,
2. Standing, walking, keying and reaching are required approximately 50% of the time.
3. The ability to speak loud and clear so listeners can understand.
4. Lifting files and books up to 20 lbs. required 10% of the time.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

1. Computer, Phone, Fax, Copier, Scanner.

REPORTING RELATIONSHIPS:

Reports to: Director of Deferred Prosecution Program
Directs Work of: None

Blood Born Pathogen Risk Code: None

This statement describes the general content of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

Resume accepted by:

Email to: SAOApplications@KanecountyIL.gov

Applicants must submit to a criminal background check.

EEO Employer/Program. Auxiliary aids are available to individuals with disabilities upon request.