

## KANE COUNTY - JOB DESCRIPTION

**JOB TITLE:** Probation Officer  
**DEPARTMENT:** Court Services  
**GRADE:** NON-EXEMPT

**Position Synopsis:** Under the direction of the designated supervisor, the probation officer will work with individuals under the jurisdiction of the Court by promoting positive behavioral change utilizing methods proven to increase public safety. In doing so, the probation officer works with individuals to maximize their potential and mitigate risk to the community in an effort to reduce recidivism.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Engage with clients of diverse backgrounds using emotional intelligence
2. Assess risk and protective factors using a validated risk instrument
3. Make referrals and recommendations based on the validated risk assessment results
4. Conduct visits with clients in the office and community based upon their appropriate supervision level
5. Make victim contacts to ensure victim safety and determine restitution needs
6. Maintain case information through the use of the designated case management systems
7. Collects information from collateral contacts to promote effective case management
8. Provide accurate written and verbal reports to the Judiciary.
9. Aid clients in understanding and maintaining court ordered compliance
10. Participate in the court process via testimony and staffing's.
11. Present cases to criminal justice stakeholders
12. Cultivate relationships with area community social service agencies, local police jurisdictions, and educational facilities
13. Continue professional development through the attendance of staffing's, trainings, and meetings.
14. Supervise and collect urine samples, complete DNA buccal swabs, and administer breathalyzer tests
15. Collects restitution and/or legal fees
16. Prepare, review and submit statistical reports
17. Abide by the 16th Judicial Circuit code of conduct, relevant statutes and all Department policies and procedures
18. Completes other job-related tasks as directed by Supervisor

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Demonstrate empathy, genuineness, compassion, and warmth in interactions with a multitude of clients from diverse backgrounds
2. Must possess sensitivity to cultural and environmental differences found in families of caseload population as well as the work culture
3. Practice self-awareness in dealings with others and be able to identify internal strengths, weaknesses, and potential biases
4. Possess oral and written communication skills necessary to elicit information from clients and effectively communicate to systems partners
5. Requires analytical decision-making skills necessary to make recommendations based upon information received from a number of sources
6. Exhibits problem solving skills with an emphasis in conflict resolution and crisis management
7. Have the technical competency necessary to complete departmental tasks in a timely fashion (Including but not limited to; Microsoft Office Suite, navigating case management systems and web-based applications). Maintain professional relationships with criminal justice stakeholders
8. Requires organization and time management skills necessary to prioritize varied workload and meet necessary deadlines.

### MINIMUM QUALIFICATIONS

1. Must have a Bachelor's Degree from an accredited college or university preferably in the human services fields of study.
2. Must be on the Administrative Office of Illinois Court hiring list at the time of hire.
3. Must have a valid driver's license.

## **HIRING CONTINGENCY**

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon completion of a criminal history background check for purposes of compliance with the Illinois State Police for LEADS purposes.

## **PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

Sitting, talking, hearing, far vision, handling (manipulating objects with the hands in a low level), fingering (working with the fingers i.e., to type) are present 75% or more of the time. Reaching (extending the hands or arms), lifting an object less than 10 pounds, carrying an object less than 10 pounds are present about 50% of the time. Standing, walking, carrying an object 20 to 40 pounds is present about 25% of the time. Stooping, climbing stairs is present 10% of the time. Kneeling, crouching, bending/twisting, pushing an object 20 pounds or less is required in unusual or non-routine situations. Crawling, running, swimming, grappling, climbing, balancing, feeling (using touch in fingers), lifting objects 10 pounds or more, carrying objects 40 to 100 pounds, pushing or pulling objects 21 pounds or more are not required.

## **WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS**

Normal office environment where there is no exposure to hazards of dust, noise, temperature and the like 90 % of the time. Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 10% of the time or less. Extreme temperature changes, hot or cold, wet or humid, noise level (minimum 90 decibels), physical injury or attack from a defendant is present in unusual circumstances only. Vibrations, hazards from mechanical, electrical, chemicals, burns, explosives, radiant energy/radiation, heights above 12', injury from fast moving vehicle, atmospheric conditions (i.e., fumes, odors, dust, poor ventilation), or physically confined worksite are not present.

## **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS**

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone, surgical gloves, face mask and you may be required to travel by car (department's or personal).

## **REPORTING RELATIONSHIPS**

Reports To: Supervisor  
Directs Work Of: None/Individual Contributor

**BLOODBORNE PATHOGEN RISK CODE:** Yes

## **RECEIPT AND APPROVAL**

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Theresa Churchill  
Administrative Assistant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date