

---

## MERCER COUNTY COURT SERVICES POSITION POSTING

---

**Job Title:** Probation Officer

**Closing Date to Apply:** DECEMBER 27, 2018

**Minimum Qualifications:** 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.

**Duties:** To serve the court by monitoring and supervising a caseload of offenders, juveniles and adults; perform a variety of field work such as conducting home visits and referring offenders to appropriate community agencies; work closely with the State's Attorney's Office, the Sheriff's Department and jail, all City Police Departments, the Courts, community agencies and treatment programs; complete written reports and notices required by State statute and to file such reports with the Circuit Clerk as required by statute; appear in Court and testify as needed; maintain thorough and accurate records of all case activities; collect urine/saliva samples for drug testing; perform duties as assigned per an on-call schedule to handle after-hour calls, and /or emergencies; and to perform other duties as directed including those mandated by the Illinois Compiled Statutes.

**Knowledge, Skills and Abilities:** Requires ability to communicate effectively both orally and in writing; requires knowledge of psychology, substance abuse, and other areas of mental and physical problems to identify human needs and make appropriate referrals; requires excellent organizational and time management skills; requires ability to work well with a wide array of people including offenders and their families, victims of crime, co-worker, court personnel and law enforcement as well as members of the community.

**Salary Range:** \$30,000.00 - \$45,000.00 with benefits

**Special Requirements:** Must be a U.S. Citizen; must be a resident of the State of Illinois within ninety (90) days of appointment; must reside within a 45 mile radius of the county seat (Aledo, IL); must be on the employment eligibility list maintained by the Administrative Office of the Illinois Courts; and must have a valid Illinois motor vehicle operator's license.

Interested persons must submit a cover letter and resume to the Director of Mercer County Court Services, 100 S.E. Third Street, Aledo, IL 61231, as well as submit a state application for Probation/Court Services Employment per the application instructions on the website:

[www.illinoiscourts.gov](http://www.illinoiscourts.gov)

**Mercer County Court Services is an Equal Opportunity Employer**