

Department: Ninth Judicial Circuit, Court Services Department, Probation Division

INTERNAL POSTING

Title: Pretrial/Probation Officer

Start Date: To Be Determined

The Ninth Judicial Circuit, Court Services Department has an opening for a full time Pretrial/ Probation Officer position in Hancock County, Illinois

Job Summary: Conduct criminal background checks, interview clients, write reports for the Court to aid the court's decision making regarding the release of offenders, monitor offender's compliance with conditions of release through offender reporting and agency referral.

This job may require an early start to the workday. However, flex scheduling will be a benefit of this position.

Requirements: A bachelor's degree from an accredited college or university. Pass a criminal history background check and possess a valid driver's license.

Skills: Knowledge of the criminal justice system; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with clients, judiciary, stakeholders, victims, community agencies, and others; competent in the ability to learn and utilize specialized software programs; ability to perform duties using their personal vehicle; and possess excellent writing skills.

Benefits: Annual base salary \$48,463.00; health, dental, vision; pension plan; life insurance and deferred compensation option; paid vacation, sick and personal time.

Submit letter of interest, by Friday, February 21, 2025, to both:

Carla Bishop and Hope Goad at:

cbishop@9thjudicial.org and

hgoad@9thjudicial.org

You will be contacted by phone if you are chosen for an interview. Interview date to be determined.

The Ninth Judicial Circuit, Court Services Department is an Equal Opportunity Employer