



# STATE OF ILLINOIS

## 17<sup>th</sup> Judicial Circuit

### Winnebago-Boone Counties

**Debbie L. Jarvis**  
Director, Department of Court Services

#### POSITION ANNOUNCEMENT PROBATION OFFICER

**Department**  
Winnebago County Adult Probation Division  
Resource Intervention Center

Posting Date: 10-30-2024  
Closing Date: Until Filled

**Job Title**  
PROBATION OFFICER

**Hours:** To Be Discussed At Interview

#### **Job Responsibilities**

- Supervising adults placed on probation or pretrial supervision who are referred to the Resource Intervention Center (RIC)
- Facilitating cognitive behavior change programs with fidelity
- Collaborating with the court and outside agencies
- Communicating with Adult, Juvenile, and Pretrial Officers regarding attendance, progress, and compliance with RIC programs
- Maintaining regular and timely electronic documentation regarding management of justice involved individuals
- Effectively uses motivational interviewing/CCP techniques when communicating with RIC participants
- Having knowledge of all services offered at the RIC and how those services can build pro-social supports, target criminogenic needs and address barriers
- Complying with the RIC Policies and Procedures and the Court Services Handbook
- Maintaining professional relationships with other criminal justice system staff
- Other duties as required

**Location**  
Adult Probation Center  
526 West State Street  
Rockford, IL

**Salary**  
\$46,461



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#### **Job Requirements**

- Bachelor's Degree mandatory. Major in one of the following fields preferred:
  - Social Science
  - Behavioral Science
  - Criminal Justice
- Experience in counseling, probation or corrections and related field desirable.
- Candidate must possess excellent oral and written communication skills.
- Must be a resident of the State of Illinois within 90 days of hiring.
- Must submit a state application for Probation and Court Services employment at:  
<http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment>

#### **Send Resume to:**

Jodi Gerue, Deputy Director  
Pretrial Services Division and Resource Intervention Center  
526 West State Street  
Rockford, IL 61101  
[jgerue@17<sup>th</sup>circuit.illinoiscourts.gov](mailto:jgerue@17thcircuit.illinoiscourts.gov)