



STATE OF ILLINOIS

17th Judicial Circuit

Winnebago-Boone Counties

Debbie L. Jarvis
Director, Department of Court Services

POSITION ANNOUNCEMENT

JUVENILE PROBATION SUPERVISOR – ASSESSMENT/INTENSIVE

Department

Winnebago County Juvenile Probation Division

Posting Date: 12/21/2023

Closing Date: UNTIL FILLED

Job Title

JUVENILE PROBATION SUPERVISOR – ASSESSMENT/IN-HOME CONFINEMENT

Hours: Monday – Friday, 12:00PM – 9:00pm

Job Responsibilities

- On site supervision of the Assessment Center operations
- Assist in directing and coordinating line-staff activities
- Develop, implement AC processes and maintain statistics
- Provide input into policies and procedures as they relate to all areas of responsibility
- Assist in grant development and maintenance as needed
- Assist in interviewing prospective new employees
- Assist in training and orientation of new employees and interns
- Assist line staff with intake interviews, assessments and facilitation of bookings
- Complete performance appraisals of line-staff officers
- Conduct routine case audits
- Monitor department budget
- Become involved in special projects and committees
- Other duties as assigned by Deputy Director

Location

Juvenile Justice Center
211 S. Court Street, Suite 117
Rockford, IL 61101

Salary

\$60,841 - \$82,135

Job Requirements

- A Master's Degree in management, public administration, criminal justice, or social services, and one or more years employment in Probation/Court services,
- A Bachelor's Degree and two or more years of employment in Probation/Court Services.
- Must be a resident of the State of Illinois within 90 days of hiring or approved exemption
- Must submit a state application for Probation and Court Services employment at:
<http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment>
- Must pass background check and drug screen.

Send Resume to:

Taryn Marko, Deputy Director
Juvenile Probation Division
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