

POSITION ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS PROBATION SERVICES DIVISION

POSITION: Probation Management Operations Specialist

SALARY: Grade 80 \$51,435 plus comprehensive state benefits including, health, dental, vision, life insurance, and retirement

WORK LOCATION: 222 North LaSalle Street, Chicago

REPORTING RELATIONSHIP: Reports to the Probation Field Operations Supervisor

ESSENTIAL RESPONSIBILITIES: Duties include monitoring and evaluating circuit court probation departments for compliance with program guidelines, operational standards, and statutory mandates; assisting in the development and promulgation of operational and program standards to generally improve the quality of probation and court services; analyzing statistical data to determine staff resource needs of circuit court probation departments; analyzing training needs of probation and court services personnel; developing training manuals and course materials; and conducting training of probation and/or detention personnel. Some travel is required.

EXPERIENCE, EDUCATION, AND SKILL REQUIREMENTS: This position requires a minimum of three years experience in probation/court services or related offender services and a bachelor's degree in criminal justice, public administration, or related social science. A working knowledge of probation programs and evidence-based practices, the ability to analyze and interpret probation data and trends, and experience in the development and/or delivery of training curriculum or materials, is highly preferred. Strong planning, organizational, analytical, project management, interpersonal, and communication/writing skills are required.

APPLICATION PROCESS: Although the position is open until filled, applications received by July 29, 2011 will be given earliest consideration. Please submit a letter of interest, resume and professional writing sample to:

Margie Groot
Assistant Director-Probation Services
Administrative Office of the Illinois Courts
222 N. LaSalle Street, 13th Floor
Chicago, Illinois 60601

EQUAL OPPORTUNITY EMPLOYER