

**DOUGLAS COUNTY PROBATION**  
Douglas County Courthouse  
401 South Center Street  
Room 101  
Tuscola, IL 61953  
217-253-4212 (phone) 217-253-4392 (fax)

**Job Title:** Douglas County Adult/Juvenile Probation Officer

**Salary Range:** \$37,051 + (based on experience)

**Approved Work Hours:** 35 hours/week Monday-Friday 8:30a.m. to 4:30p.m. (or as assigned)

**Duties:** Duties for this position include but are not limited to: serving the Court through supervision of both juvenile and adult clients/offenders, home visits, office, community, jail and school visits, interaction with family members, school officials, the Court system, community resources, report writing, drug screening, on-call duties and other duties mandated by the Illinois Compiled Statutes and Court.

**Abilities:** Abilities being sought include; attention to detail, developing competency as a Probation Officer, gaining an understanding of the criminal justice system, strong verbal and written communication skills, ability to demonstrate organizational/time-management and computer skills, ability to work well with others in a variety of settings and with diverse populations that include clients/offenders, victims, colleagues, law enforcement and school personnel.

**Qualities:** Qualities needed are; flexibility/adaptability, integrity, professionalism, dependability, the ability to maintain confidentiality, a strong work ethic, and a willingness to learn new skills.

**Minimum Qualifications:** Bachelor's Degree from an accredited college or university, preferably with major work in criminal justice, social work, psychology, sociology or related social sciences.

**Probationary Period:** 6 months

**Application Process:** Please submit a cover letter and resume to the Douglas County Probation Department at the address listed above. Applicants must also submit a state application for eligibility to the Administrative Office of the Illinois Courts. These can be obtained at the Douglas County Probation Department or directly from the Administrative Office of the Illinois Courts, 3101 Old Jacksonville Road, Springfield, IL 62704.