

Job Posting: Notice of Vacancy

It is the intention of the Thirteenth Judicial Circuit Probation Department to fill a vacancy in the following job classification.

Job Classification: Problem Solving Court Coordinator

Location: LaSalle County, Ottawa, Illinois

Department: Thirteenth Judicial Circuit Probation Department
119 W. Madison Street
Ottawa, IL 61350

Regular Work Week: Monday through Friday
Hours of Work: Report to work 8:00am to 4:30pm Monday – Friday.

Wage Range: \$ 44,500 annually

Position is: Non-Union

See Job Description for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing all required application materials (***See attached application instructions***) and return to:

**Thirteenth Judicial Circuit Probation Services
C/O: Charles M. Goodwin
Director of Probation Services
119 West Madison Street, Room 306
Ottawa, IL 61350**

Application Deadline: Open Until Filled

APPLICATIONS FOR EMPLOYMENT

- **COVER LETTER AND RESUME**

- **THIRTEENTH JUDICIAL CIRCUIT COURT SERVICES
C/O CHARLES M. GOODWIN, DIRECTOR
119 W. MADISON ST. ROOM 402
OTTAWA, IL. 61350**

- **LASALLE COUNTY APPLICATION FOR EMPLOYMENT**

- **APPLICATION CAN BE FOUND ONLINE AT THE FOLLOWING LINK**
- **<http://www.lasallecounty.org/employment/>**

-MUST BE FILLED OUT COMPLETELY

-IN HISTORY OF EMPLOYMENT, BE SURE TO MARK WHETHER CURRENT, OR PAST EMPLOYERS MAY BE CONTACTED

- **A.O.I.C. HIRING ELIGIBILITY-PROBATION/COURT SERVICES EMPLOYMENT/PROMOTION APPLICATION**

- **APPLICATION CAN BE FOUND ONLINE AT THE FOLLOWING LINK**
- **<http://www.state.il.us/court/Administrative/forms/Probation/Employment/>**

-MUST HAVE COMPLETED FOUR YEAR COLLEGE DEGREE, AND MEET THE A.O.I.C. MINIMUM QUALIFICATIONS FOR EACH POSITION LEVEL, TO BE ELIGIBLE FOR HIRE

-OFFICIAL TRANSCRIPTS MUST BE SENT TO THE A.O.I.C. IN SPRINGFIELD

-COPY OF TRANSCRIPTS MUST ALSO BE SENT, ALONG WITH COPY OF THIS APPLICATION, TO THE OFFICE OF THE CHIEF JUDGE FOR THE 13TH JUDICIAL CIRCUIT

LaSalle County

Job Description



Job title: Problem Solving Court Coordinator

Work Location: Downtown Courthouse

Division/Department: Court Services

Reports to: Director of Court Services

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit Contractual Position

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

The Coordinator has the responsibility of acting as a liaison between treatment team members and oversees the activities of the collaborative team to ensure the team is functioning in a meaningful and productive way. The Coordinator will also act in a public relations capacity with community members and service providers to provide information, advocate for clients and families and expand the provider base and resources for clients and families. The Coordinator prepares grant required reports and maintains necessary Court program data.

- Schedules and is responsible for facilitating treatment team meetings with team members to review referrals and obtain treatment recommendations for the Court.
- Schedules and provides support for regular court team meetings for the purposes of individual participant case management and for periodic review and improvement of the operations of the court.
- Develops and implements trainings for all parties to improve decision making of justice officials and providers.
- Determines client eligibility for the Court by reviewing and evaluating criminal records, police reports, psychiatric and psychological reports.
- Assists justice officials and community service providers to create individually tailored community-based services for clients.
- Attends hearings and ensures that all relevant parties are notified of the hearings.
- Maintains accurate files of participants and their compliance with court requirements and progress in treatment.
- Enters participant data in database as required by Adult Redeploy Illinois.
- Provides public information on operations and outcomes of the court through public presentations, court brochures or other documents, and media information as directed.
- Will assist team members in conducting field and Home visits, as well as transport.
- Other duties as assigned.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

- Experience in Behavioral Health Sciences or the Criminal Justice System, preferred.
- Bachelor's Degree or higher level college attainment from an accredited college or university; preferably with major course work in criminal justice, psychology, sociology, social work or a related science.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to follow direction and work independently

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting (5-8 hrs), standing/walking (1-3 hrs) and may experience occasional standing, walking, stooping, kneeling, reaching, lifting, and Repetitive motion - use of the wrists, hands and fingers.

Defined as Sedentary Work – exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, and pull of objects. Sedentary work involves sitting most of the time. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: