

# 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: Adult Redeploy Probation Assistant  
Location: LaSalle County, Ottawa

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

Regular Work Week: Monday through Friday with some occasional weekends, Flexible Schedule based on needs of Department

Hours of Work: Part-Time Schedule, No more than 20 hours per week

Wage: \$15.00 per hour

Position is: Non-Union

***See Job Description for Duties, Minimum Qualifications and Physical Demands***

The department will only consider male applicants at this time due to essential duty/responsibility to “Assist officers with drug testing male clients”.

Interested persons should apply by completing all required application materials as follows:

Cover Letter

Resume

LaSalle County Employment Application (available at <https://lasallecounty.org/employment/>)

Return all materials to:

**Thirteenth Judicial Circuit Probation Services**

**C/O: Patrick Sweeney**

**Director of Court Services**

**119 West Madison Street, Room 306**

**Ottawa, IL 61350**

**Application Deadline: Accepting applications until position is filled.**

# LaSalle County

## Job Description



**Job title: Adult Redeploy Probation Assistant**

**Work Location: Downtown Courthouse**

**Division/Department: Probation and Court Services**

**Reports to: Probation Supervisor**

**Employment Classifications:**

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

**Salary Grade: \_\_\_\_\_**

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

The Adult Redeploy Probation Assistant will be responsible for assisting the Adult Redeploy Probation Officers working in the Adult Redeploy Illinois Grant Programs (Intensive Probation, Drug Court, and Treatment Alternative Court). These programs are specialized programs funded through the Adult Redeploy Illinois grant fund. Officers provide intensive supervision of clients sentenced to the programs in lieu of a sentence to the Illinois Department of Corrections. The Assistant will be supervised by a Probation Supervisor and be assigned by the Adult Redeploy Probation Officers.

- Assist with filing, reports and other paperwork.
- Assist officers with transportation of clients.
- Make phone calls to treatment providers for verification of compliance and document any and all conversations.
- Assist officers with drug testing of male clients.
- Data recording.
- Set up and refer clients to public service sites.
- Perform other duties as assigned or required
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

**Education and/or Work Experience Requirements:**

- The Adult Redeploy Probation Assistant is a non-supervisory position
- Enrollment in accredited college or university, preferably with course work in Criminal Justice, Psychology, Sociology, Social Work, or related Social Science
- Valid Illinois Driver's License, required
- Equivalent career experience in Criminal Justice or the medical field will be considered
- Must be able to operate office equipment and have experience with Microsoft Office programs
- Strong verbal and written communication skills

Date Created: \_\_\_\_\_ Date Revised: \_\_\_\_\_ Approvals: \_\_\_\_\_

**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 (4-6 hrs), standing/walking (2-4hrs) This position may experience occasional standing, walking, lifting, reaching and grasping and repetitive movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. 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:**