



**15th Judicial Circuit  
Stephenson County Probation Department  
15 N. Galena Ave, Courthouse Freeport, IL 61032  
TX-815-235-8282 FX- 815-235-7068**

**POSITION:** Probation Officer (Adult or Juvenile), open until filled

**STARTING SALARY:** \$43,000.00

**PROBATIONARY PERIOD:** 6 months

**HOURS:** 35 hours /wk (8:30am to 4:30pm)

**REPORTING RELATIONSHIP:** Probation Supervisor

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university. A degree in Psychology, Sociology, Criminal Justice, Public Administration or related Social Science is preferred.

**EXPERIENCE AND SKILL REQUIREMENTS:** A working knowledge of probation programs and practices and familiarity with the concepts of cognitive-behavioral techniques, motivational interviewing, social learning theory, and evidence-based principles. The ability to establish working relationships under stressful circumstances and with frequent change. Professionals in this work need strong planning, organizational, and problem-solving skills. Effective verbal and written communication skills are required. Available to work a variable schedule. Must be available to work a variable schedule with core hours between 8:30am and 4:30pm, with on call duties required on a rotating basis.

**SPECIAL REQUIREMENTS:** Must be certified eligible as a Non-Supervisory Probation Officer by the Supreme Court of Illinois – Division of Probation Services and listed on the employment eligibility list maintained by the Administrative Office of the Illinois Courts (<http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment/>). Valid driver's license required.

**ESSENTIAL RESPONSIBILITIES:** This position is responsible for all duties as described in Chapter 730 of the Illinois Compiled Statutes, Act 110, Section 12, including the investigation and supervision of probationers and administration of court orders.

**APPLICATION PROCESS:** Please submit cover letter and resume to: (Open until filled)

**Steve Brown-Supervisor  
Stephenson County Probation  
15 N Galena Ave, Courthouse  
Freeport, IL 61032  
sbrown@stephensoncountyil.gov**

**EQUAL OPPORTUNITY EMPLOYER**