

Champaign County Job Description

Job Title: Administrative Court Services Officer
Department: Champaign County Probation and Court Services
Reports To: Supervisor
FLSA Status: Non-exempt
Employment Status: Bargaining Unit - FOP Court Services
Prepared Date: April, 2004

SUMMARY Monitors orders of the court concerning offenders who generally reside outside of Champaign County, or who have fled the jurisdiction of the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for seeing that conditions as ordered by the Court for offenders are monitored.

Enforces special orders of the court that might include monitoring of substance abuse treatment, curfews and home detention as well as electronic monitoring.

Uses assessment tools to determine offender risk, needs and supervision requirements; develops individual supervision plans.

Maintains contacts with law enforcement agencies, members of judiciary, Office of the State's Attorney, Public Defender, employers, local social service agencies, schools and others.

May participate in presentations to groups on justice issues.

Monitors payment of fines, costs and supervision fees.

Conducts investigations and accurately prepares court ordered reports as required by statute or court order.

Maintains case records and statistical data for evaluation purposes and for submission to the Administrative Office of the Illinois Courts.

Appears at Court proceedings as directed and provides testimony when necessary.

Implements progressive discipline for non-compliant offenders.

Operates Eye check neurological impairment device, obtains urine specimens for analysis/analyzes specimens; collects DNA samples according to policy.

Conducts curfew checks of offenders to ensure that they are home during curfew hours, assess/verify living conditions of offenders.

Makes social service agency referrals for clients; is knowledgeable regarding various community resources and maintains appropriate, professional contacts.

Maintains administrative caseload.

May provide programming for clients to include cognitive, educational and other programming areas, as needed.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree (B. A.) from a four-year college or university with a degree in education, social service, psychology, sociology, criminal justice or other related human services degree. Requires thorough knowledge of administrative policies and procedures. Requires ability to type and skill in the use of office equipment, including automated word processing equipment and on-line terminals.

LANGUAGE SKILLS Ability to read, analyze, and interpret data to extract information, to understand professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from court personnel, clients, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization doesn't always exist. Ability to interpret a variety of instructions furnished in written, oral or schedule form. Need ability to meet deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

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. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office conditions. The noise level in the work environment is usually quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.