

Department: Effingham County Probation

Title: Probation Officer

Begin Date: April 25, 2025

End Date: June 15, 2025

The Effingham County Probation Department is accepting applications for a full-time position of Probation Officer.

Responsibilities: Under the general supervision of the Effingham County Probation Director, and the immediate supervision of the Supervisor, responsibilities include tasks related to: Court, investigation, report writing, monitoring and documentation, case supervision, making appropriate referrals to outside agencies, home contacts, electronic home confinement monitoring, drug testing, programming, and other related work as required.

Requirements: A Bachelor's Degree from an accredited college or university, preferably with major course work in criminal justice, psychology, sociology, social work, or related social sciences. Must reside within the County of Effingham within six months of hiring. Must pass criminal history and DCFS background checks and provide negative drug test. Must possess a valid driver's license. Must be on the Administrative Office of Illinois Courts hiring eligibility list at the time of employment offer (go to www.illinoiscourts.gov, click documents, click application/forms, click Probation/Court Services Employment/Promotion Application).

Skills: Knowledge of the criminal justice system; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with justice involved individuals, judicial stakeholders, community agencies, and others; competent in the use of various software programs; ability to perform home contacts; ability to participate in Officer Safety Trainings which include a physical component; and be proficient in legal writing. Ability to work some evenings, weekends and take on-call responsibilities.

Annual base salary of \$45,831.00, health, dental and vision insurance options; pension plan; paid vacation, sick and personal time. The starting salary maybe increased with prior probation experience.

To apply, submit an unofficial copy of transcript, cover letter, and resume' to Molly Williamson at mwilliamson@effinghamcountyil.gov no later than June 15, 2025.