

DOUGLAS COUNTY PROBATION
Douglas County Courthouse
401 South Center Street
Room 101
Tuscola, IL 61953
217-253-4212 (phone) 217-253-4392 (fax)

Job Title: Clerical/Support Staff (Part-time)

Responsible to: Chief Probation Officer

Wages: \$15.00 per hour (19 hours per week)

Probationary Period: 6 months

Work Hours: Monday-Friday 8:30a.m. to 4:30p.m. (as assigned/to be determined)

Duties: Essential duties and responsibilities for this position include but are not limited to:
See attached Job Description

Abilities: Abilities, skills, and knowledge being sought include, but are not limited to; attention to detail, effective verbal, oral, and written communication skills, ability to demonstrate organizational/time-management and computer skills, ability to operate office equipment, ability to work well with others in a variety of settings and with diverse populations that include clients/offenders, victims, colleagues, law enforcement and school personnel, must be able to comply with departmental attendance policies and procedures, and must be able to attend required training.

Qualities: Qualities needed are; trustworthiness, resiliency, flexibility/adaptability, integrity, professionalism, dependability, the ability to maintain confidentiality, a strong work ethic, and a willingness to learn new skills.

Requirements: Must have at least a high school diploma or equivalency. Associate's degree preferred. Must pass a criminal background check, provide a negative drug screen/test result, and possess a valid driver's license.

Application Process: Please submit an application to the Douglas County Probation Department at the address listed above or to probation@douglascountyil.gov . Applications available for pick up at the Douglas County Probation Department.

Douglas County Probation is an Equal Opportunity Employer

**Douglas County Probation Department
Clerical/Support Staff
Job Description**

Per Douglas County Probation Department Policy & Procedures:

III. A6.3-CLERICAL (Part-time Support Staff)

The duties and essential functions of clerical personnel shall be:

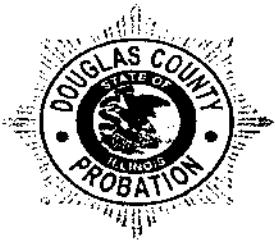
1. To receive, answer, and relay incoming telephone calls.
2. To assist in preparations Pre-Sentence, Social Investigation, and other necessary reports.
3. To keep current records and statistics and other information that will be stored in the computer system.
4. To have persons initially placed on probation or supervision fill out intake information forms when appropriate.
5. To assign cases to Officers at the direction of the Chief Probation Officer.
6. To close out all files when cases are terminated.
7. To file all closed cases and maintain current records on all closed records that are filed in the basement.
8. To complete all other duties assigned by the Chief Probation Officer.

e.g.: see below

- Conduct & assist with observed alcohol & other drug screening (via urinalysis) for male probationers/clients
- Assist Probation Officers with processing of cases
- Order and maintain office supplies
- Assist in the completion of the Annual Plan
- Communicate and collaborate with agencies and entities
- Communicate/interact with probationers/clients
- Complete and submit written reports (statistical, etc..)
- Monitor Court schedule and keep Officers updated
- Properly store and maintain case files, documents, etc..
- Assist in the operation of the Public Service Work Program

Work Schedule: Monday - Friday (hours to be determined)

Starting Wages: \$15.00 per hour (19 hours per week)



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Tuscola, IL 61953

Employment Application

Applicant Information

Full Name: _____ Date: _____
First Last M.I.

Maiden/other names: _____

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____