



STATE OF ILLINOIS
CIRCUIT COURT
22ND JUDICIAL CIRCUIT
McHENRY COUNTY, ILLINOIS



Position Announcement

Director, Department of Probation and Court Service Circuit Court of the 22nd Judicial Circuit for McHenry County

The Circuit Court of the 22nd Judicial Circuit for McHenry County is seeking qualified candidates to serve as the Director of Probation and Court Services.

The director is required to oversee all of the operations of the department which include; budgeting, personnel management, strategic planning, resource acquisition, statistical analysis and reporting to the Administrative Office of the Illinois Courts.

The director reports to the trial court administrator of the Twenty Second Judicial Circuit of McHenry County. Under the general direction of the chief judge and the trial court administrator, the director works closely with the McHenry County Board, McHenry County Law and Government Committee and the Office of the County Administrator.

The ideal candidate will be confident and persuasive with strong communication and interpersonal skills, who can coach and mentor, subordinate staff. The successful candidate will be someone who takes responsibility, provides vision and direction and is comfortable being a creative problem-solver who can delegate and independently follow through on initiatives and directives.

Education/Experience

Any person employed by the Department of Court and Probation Services shall be a citizen of the United States and be a resident of the State of Illinois within 90 days of the date of appointment.

Any person employed as the Director shall have:

- a. A master's degree in management, public administration, criminal justice or social services, and five or more years of employment in court/probation services, at least three of which are at a supervisory or administrative level

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- b. A bachelor's degree and seven or more years of employment in court/probation services, at least four of which are at a supervisory or administrative level

Each candidate must submit an application/transcripts to the Administrative Office of Illinois Court (AOIC). A copy the application/ instructions can be located at:

http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment/Probation-Court_Services_Employment-Promotion_Application.pdf

Please follow all directions as outlined by the Administrative Office of the Illinois Courts. Failure to file the necessary paperwork with the AOIC will result in disqualification from the selection process.

It is necessary for you to provide a copy of the application and all pertinent information to both the AOIC and to the Office of the Chief Judge of the 22nd Judicial Circuit. Please forward copies to the following addresses:

Administrative Office of the Illinois Courts – Probation Division
3101 Old Jacksonville Road
Springfield, IL 62704-6488

Circuit Court of the 22nd Judicial Circuit
Office of the Chief Judge
Attn: Bridget Diedrich
2200 N. Seminary Ave.
Room 355
Woodstock, IL 60098

Compensation and Benefits

The County of McHenry provides the compensation package for the Director of Court and Probation Services, including salary and fringe benefits. The salary range is commensurate with past education and experience. Final determination, of course, is dependent on the credentials and proven abilities of the selected candidate. Fringe benefits include an employer paid health plan, liberal vacation and sick days and participation in the Illinois Municipal Retirement Fund.

Essential Duties and Responsibilities include, but not limited to, the following.
Other duties may be assigned.

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Duties:

Provide direction in all phases of operation of the McHenry County Probation and Court Services which includes; the achievement of goals; to develop, implement, maintain and evaluate the total program; to disseminate information to those responsible for the direction of the 22nd Judicial Circuit; and direct fiscal control of court related services within the 22nd Judicial Circuit of McHenry County.

With the aid of staff input, develop a written philosophy and guidelines pertaining to the criminal justice system, probation and the achievement of realistic goals in the 22nd Judicial Circuit of McHenry County.

Direct the ongoing established program; to provide leadership, ideas and support for effective and innovative methods of delivery; to provide staff with appropriate literature, outside consultants and encouragement; to direct supervision of individual department chiefs; and to encourage maximum usage of community resources for treatment and/or training.

Prepare and submit a completed budget for the McHenry County Department of Court Services each year anticipating any changes or additions; to appear before the liaison committee to submit and explain said budget; and to give direction and supervision of fiscal controls including the preparation of budgets, bookkeeping methods, fiscal and programmatic reporting, purchasing and general management.

Develop levels and standards of professional competencies; to supervise the implementation of programs and standards; to evaluate on a regular periodic basis each staff member; to develop efficient lines of communication; and to encourage ideas and input.

Seek and accept opportunities to interpret programs to the public through the use of newspapers, television, radio and speaking engagements for the chief probation officers, staff and judiciary.

Give leadership and encouragement to local citizen groups in their efforts to develop local prevention and correction programs; and to relate to and coordinate with existing community programs from which the circuit requires service.

Make available to the chief judge, circuit judges and the trial court administrator, on a periodic and systematic manner, pertinent reports pertaining to staff activities, program development and fiscal matters;

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Attend all Audit and Department of Court Services Committee meetings, and as many conferences as possible pertaining to rehabilitation and/or probation.

Supervisory Responsibilities

This job requires the supervision of nearly (50) individuals through subordinate supervisors.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

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Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

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Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers 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. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

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Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software and Word Processing software.

Other Requirements

A citizen of the United States

Resident of Illinois

Valid Illinois driver's license

Must be able to pass a criminal background check

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