

April 26, 2024

**JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

POSITION:	Field Supervisor
DIVISION:	Office of Statewide Pretrial Services Division of Pretrial Operations
SALARY:	Minimum \$69,737; starting salary commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
LOCATION:	Peoria County
REPORTING RELATIONSHIP:	Region 2 Chief

The Office of Statewide Pretrial Services' (OSPS or Office) mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. The OSPS is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office develops pretrial standards and employs pretrial service officers who conduct pretrial investigations and provide pretrial supervision.

Within OSPS, the state of Illinois is divided into 6 regions. The Field Supervisor will work within Peoria County of Region 2.

ESSENTIAL DUTIES: The Field Supervisor directs the delivery of pretrial services within specified judicial circuits, including assigning cases, reviewing pretrial investigation reports and overseeing supervision services for pretrial defendants. The Field Supervisor works under the general supervision of a Region Chief and Deputy Region Chief within the Division of Pretrial Operations.

FUNCTIONS INCLUDE:

- Monitors bookings of criminal defendants and the court dockets of criminal cases within specified judicial circuits.
- Assigns pretrial investigations to Pretrial Services Officers.
- Reviews pretrial investigation reports, including pretrial assessments and OSPS recommendations for accuracy.
- Provides guidance to Pretrial Services Officers in the supervision of clients released from custody pretrial.
- Records pretrial outcomes, including whether a pretrial investigation was filed, whether the defendant was released or detained, and whether the defendant was ordered to pretrial supervision.
- Performs the duties of a Pretrial Services Officer when necessary.
- Ensures compliance with the Pretrial Services Act and Court mandates.
- Provides hands on instruction to new Pretrial Services Officers for pretrial investigation reports and pretrial supervision.

- Develops and maintains relationships with criminal justice partners.
- Maintains up-to-date working knowledge of pretrial services and related criminal justice and community corrections issues.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

1. A Bachelor's Degree.
2. Three or more years professional working experience in a public or private organization.
3. Basic knowledge of the criminal justice system including related Illinois statutes, regulations, procedures and operations at the trial court level.
4. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).
5. A valid Illinois driver's license, a safe driving record and proof of automobile insurance to operate a personal vehicle on state business.

Preferred Qualifications:

1. Bachelor's Degree in social science, public administration, criminal justice or a related field.
2. Two years of progressively responsible experience in pretrial services.
3. One year of supervisory experience.
4. Excellent communication and interpersonal skills.
5. Ability to positively and professionally interact with co-workers.
6. Thorough knowledge of the criminal justice system including related Illinois statutes, regulations, procedures and operations at the trial court level, and a comprehensive perspective of legal and evidence-based pretrial services including pragmatic applicability and implementation.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. This is a professional office working environment, requiring telephone usage and the ability to process written documents. Applicant must have the ability to travel and possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

HOW TO APPLY:

Interested individuals should submit a resume and cover letter through the form below.

<https://app.smartsheet.com/b/form/cfdfd666f464473185cdbbd0a5b7b361>

This position will remain open until filled. However, those individuals submitting materials by May 6, 2024 will be given first consideration.

Any questions about this position or the application process can also be submitted via email at the following address: pretrialservices@illinoiscourts.gov .

EQUAL OPPORTUNITY EMPLOYER