

April 26, 2024

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

POSITION:	Electronic Monitoring Supervisor
NUMBER OF VACANCIES:	1
HOURS	Wednesday to Saturday, 2:00 PM to 12:00 AM
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:	Springfield, IL
REPORTING RELATIONSHIP:	Deputy 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.

The Electronic Monitoring Supervisor provides direct supervision to Electronic Monitoring Officers working within the Electronic Monitoring Unit. Electronic Monitoring Supervisors assign work such as enrollment of new defendants, monitor current defendants, resolving alerts, installing and retrieving equipment and completing criminal history investigations. The Electronic Monitoring Supervisor works under the general supervision of a Deputy Electronic Monitoring Chief within the Division of Pretrial Operations, Centralized Operations Section.

**The required working hours for these positions are:
Wednesday to Saturday, 2:00 PM to 12:00 AM**

ESSENTIAL FUNCTIONS

- Ensures movement of electronically monitored defendants is routinely reviewed by staff.
- Monitors alerts and notifications received from the electronic monitoring vendor, ensuring timely resolution.
- Communicates or directs communication with law enforcement for high level alerts.
- Assigns staff to install, retrieve and remove electronic monitoring equipment.
- Monitors new arrests within all OSPS counties.
- Ensures data, including inclusion, exclusion and approved movement, entered into electronic monitoring system is complete and accurate.

- Reports and works to resolve technical issues with the electronic monitoring vendor.
- Notifies the Deputy Electronic Monitoring Chief and Electronic Monitoring Chief of high level alerts and violations.
- Assigns and oversees the compilation of pretrial defendants' criminal histories.
- Reviews the criminal history and assessment portions of pretrial investigation reports for accuracy.
- Provides instructions and feedback on the enrollment, electronic monitoring and compilation of criminal histories.
- Accesses LEADS and other criminal databases to identify prior criminal history of defendants.
- Responds to internal and external inquiries regarding pretrial operations, including the status of pending court cases and conditions of pretrial release.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

Minimum Qualifications:

1. A Bachelor's Degree.
2. Four years professional working experience in a public or private organization.
3. A valid Illinois Driver's License and proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.
4. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).

Preferred Qualifications:

1. Three years of supervisory experience, or, three years of OSPS Investigator experience.
2. Current certification as a LEADs operator.
3. Two or more years of working experience in pretrial services.
4. One year of electronic monitoring experience within the criminal justice system.
5. One year of supervisory experience in a public safety dispatch center.
6. A Master's Degree.

Physical Requirements

1. Ability to sit for extended time periods.
2. Professional office working environment requiring telephone usage and ability to process written documents.
3. Ability to travel, including overnight stays, mostly within Illinois as required.

HOW TO APPLY:

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

<https://app.smartsheet.com/b/form/be8d81b860f84b8ebd051a27246f3f37>

This position is being posted internally until Monday, May 6, 2024.

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