

April 26, 2024

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

POSITION:	Probation Educator
DIVISION:	Probation Services Division
SALARY:	Minimum \$61,132; 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.
REPORTING RELATIONSHIP:	Probation Training Specialist

ESSENTIAL DUTIES: The Probation Educator delivers training for county probation, detention and management staff, attorneys, law enforcement officials, judges, and other government officials. The Probation Educator will work under the general supervision of the Probation Training Specialist as part of the Probation Services- Programming Unit.

FUNCTIONS INCLUDE:

- Delivers internal trainings to Probation Services staff as well as other AOIC divisions on topics including, but not limited to, professional development, writing skills, communication skills, and legal and evidence-based practices in probation services.
- Delivers trainings to external stakeholders who play a key role in the delivery of probation services, such as public defenders, state’s attorneys, judges, administrative court staff, and law enforcement officials.
- Travels throughout Illinois to deliver assigned trainings.
- Serves as subject matter expert on probation services and on training methods and best practices.
- Works closely with the Illinois Supreme Court Judicial College as well as the Committee on Probation Education.
- Assists in maintaining training records.
- Completes other duties as assigned.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

1. A Bachelor's Degree in social science, education, public administration, criminal justice, or a related field.
2. Two or more years of experience providing training to attorneys, judges, law enforcement, probation officers, parole officers, pretrial services officers, or others within the criminal justice system.
3. Effective oral and written communication, presentation, facilitation, and interpersonal skills.
4. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook) as well as video conferencing platforms (i.e. Zoom, Microsoft Teams, Kaltura Virtual Classroom) and Articulate.
5. 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.
6. Must have reliable Internet connection at primary residence as well as limited distractions during work hours.
7. Ability to positively and professionally interact with co-workers as well as work independently.

Preferred Qualifications:

1. Five or more years of experience training in the field of criminal justice, community corrections, pretrial services, probation, parole, public or business administration, education, or other similar setting.
2. 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 probation services including pragmatic applicability and implementation.
3. Five or more years' experience working in community corrections or justice system in Illinois.

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. Occasional overnight travel is required.

HOW TO APPLY:

Interested individuals should submit - via email - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtempoyment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Friday, May 17, 2024, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER