

January 14, 2019

JOB VACANCY ANNOUNCEMENT

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
3101 Old Jacksonville Road
Springfield, IL 62704**

Applicant may be required to submit additional material or complete job specific tests for this position.

POSITION:	Probation Training Coordinator
DIVISION:	Probation Services Division
SALARY:	\$38,342
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:	Assistant Director, Probation Services Division

ESSENTIAL DUTIES: The Probation Training Coordinator performs professional work in planning, administering and monitoring statewide probation staff training. Work involves implementation, facilitation and evaluation of probation division training and programming. Work is performed with considerable independence and with wide latitude for professional judgment under the general supervision of the Probation Program Manager, Probation Services Division, and is reviewed through conferences and reports.

FUNCTIONS INCLUDE:

- Utilizes needs assessments, evaluations, collaboration with probation and court services departments and state and national trends to conduct short and long range program plan for the division.
- Assists in division program planning, implementation and evaluation activities of evidence-based programs for probation and court services departments.
- Plans, develops and recommends modification of division policies and standards for probation and court services departments programs and training.
- Uses instructional design strategies to develop content, select format, contract with or arrange for faculty, select training materials, establish teaching and learning objectives and conduct planning meetings.
- Administers the logistical and substantive preparation for training programs.
- Conducts on-site administration of training seminars; internal evaluation or works with external evaluators on various probation and court services departments programs.
- Conducts reviews of program materials and effectiveness of provided training.
- Serves as division representative to outside organizations on various programmatic matters; initiates and maintains a working relationship with national, state, and local training resources.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: A Bachelor's degree in criminal justice, public administration or a related area is preferred. Education in training in court administration or criminal justice is desired.

Candidates must have the ability to plan, develop, implement, coordinate and evaluate statewide probation training and corresponding standards which incorporate evidence based practices; assist division management plan, develop and modify probation programs, standards, policies, and procedures which incorporate evidence based practices; accurately gather data on probation programs, operations, and services; work effectively on multiple programs and to coordinate program logistics under tight deadlines; serve effectively as a facilitator at group meetings to identify training needs and to evaluate programs; make effective verbal presentation to program participants; assess the skills of presenters and select presenters who will provide a stimulating and intellectually rewarding training experience for participants; prepare clear and concise reports; use initiative and work independently to complete assignments; communicate effectively, verbally and in writing; and be proficient in the use of Microsoft Office Professional Suite.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. Applicant must have the ability to travel. This is a professional office working environment requiring telephone usage and the ability to process written documents. Applicant must 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.

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

courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Monday, February 4, 2019, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER