



Debbie L. Jarvis
Director, Department of Court Services

STATE OF ILLINOIS

17th Judicial Circuit

Winnebago-Boone Counties

Department of Court Services

Division

Winnebago County Adult Probation

Posting Date: 9/22/2026

Closing Date: Until Filled

Job Title

ADULT PROBATION OFFICER

Hours: M – F, 8:00am – 5:00pm

Salary

\$ 53,197

Position Summary

The Probation Officer is responsible for supervising justice-involved individuals using evidence-based practices to promote accountability, reduce recidivism, and support successful community reintegration. This position combines case management, community engagement, and evidence-based interventions while ensuring compliance with court orders, departmental policies, and applicable laws.

Essential Duties and Responsibilities

- Supervise an assigned caseload of adult probation clients.
- Conduct validated risk and needs assessments and develop individualized case plans based on identified risks, needs, strengths, and responsivity factors.
- Monitor compliance with court orders, probation conditions, and program requirements.
- Maintain regular contact through office visits, field visits, home visits, employment verifications, and collateral contacts.
- Utilize motivational interviewing, cognitive behavioral interventions, and trauma-informed practices to promote behavioral change and increase client engagement.
- Conduct investigations and prepare reports, recommendations, and other documentation as required by the court and department.
- Attend court hearings and proceedings.
- Develop collaborative working relationships with clients, treatment providers, employers, law enforcement agencies, attorneys, judicial staff, and community partners.
- Refer clients to appropriate community resources, treatment programs, educational opportunities, employment services, and other supportive services.
- Create, coordinate, monitor, and document community service placements and completion.
- Make independent decisions necessary to supervise assigned cases while exercising sound professional judgment and adhering to departmental policies and procedures.
- Attend required training and participate in professional development activities as designated by management.



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- Perform other duties as assigned in response to evolving departmental needs and strategic priorities.
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Knowledge, Skills, and Abilities

- Knowledge of adult probation principles, case management practices, and evidence-based supervision strategies.
 - Understanding of cognitive behavioral interventions, criminogenic needs.
 - Working knowledge of the Risk-Need-Responsivity (RNR) Model.
 - Familiarity with motivational interviewing, trauma-informed care, and evidence-based practices.
 - Ability to build and maintain effective working collaborative relationships.
 - Strong organizational, time management, communication, interpersonal, documentation, and conflict resolution skills.
 - Strong written and verbal communication skills, including professional report writing.
 - Ability to manage multiple priorities while maintaining accurate and timely documentation.
 - Ability to exercise sound judgment, maintain professionalism, and effectively respond to crisis situations.
 - Ability to work both independently and as part of a multidisciplinary team.
 - Proficiency in computer applications and electronic case management systems.
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Minimum Qualifications

- Bachelor's degree in Criminal Justice, Social Work, Psychology, Education, or a related field
- Must be a resident of the State of Illinois or approved exemption
- Must possess a valid driver's license
- Must pass pre-employment background check and wellness exam including drug screen
- Must comply with all federal and state laws; to include prohibition of the consumption, possession, sale, purchase or delivery of cannabis or cannabis infused substances
- Must submit a state application for Probation and Court Services employment at:
<http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment>
- Bilingual, English/Spanish Language Skills Preferred

Location:

Adult Probation Department
526 West State Street
Rockford, IL 61101

Send Resume to:

Lorraine Dixon, Deputy Director
ldixon@17thcircuit.illinoiscourts.gov