

Instructions for Probation/Court Services Employment/Promotion Application

Pursuant to the provisions of 730 ILCS 110/15, all applicants must be certified by the Administrative Office of the Illinois Courts (AOIC) Probation Division as meeting the minimum qualifications for probation/court services personnel as defined in the **Policies Governing Hiring, Promotion and Training of Illinois Probation Court Services Personnel** in order to be eligible for employment or promotion by probation and court services departments in Illinois. Upon their eligibility being certified, applicants will be notified in writing that they are eligible for employment or promotion, subject to circuit court or departmental application requirements and selection criteria, which may exceed minimum state qualifications.

Employees who leave and later return to employment with probation/court services need not to re-apply unless the period between leaving and returning to employment exceeds two years.

I. Minimum Qualification Requirements

The following is a summary of the minimum requirements for employment in probation/court services in Illinois. Promotional applicants should refer to the **Policies Governing Hiring, Promotion and Training of Illinois Probation/Court Services Personnel** (revised July 1, 1998), prior to completing their application. A copy of these policies is available at probation/court services departments, chief judges' offices, and, the Springfield and Chicago offices of the AOIC Probation Division.

- A. Any person employed by the Probation or Court Services Department of any County or circuit shall be:
 1. A citizen of the United States;
 2. A resident of the State of Illinois within 90 days of the date of his/her appointment. A circuit court may impose more restrictive residency requirements by circuit court rule or departmental policy;
 3. Otherwise generally qualified as provided by law of rule of the court. Circuit court policy may establish more restrictive employment qualifications.
- B. The following are specific to minimum qualifications, by position level, for probation/court services personnel.
 1. **Non-Supervisory Personnel**

"Non-Supervisory" is defined as a probation or court services officer with no professional staff under his or her administrative direction or control. Any person employed in a non-management; non-supervisory position shall have:

 - A bachelor's degree from an accredited college or university, preferably with major course work in criminal justice, psychology, sociology, social work, or related social services.
 2. **Supervisory Personnel**

"Supervisor" is defined as a probation or court services manager with one level of professional staff under his or her direction or control. Any person employed in a supervisory position shall have:

 - a. A master's degree in management, public administration, criminal justice, or social services, and one or more years employment in probation/court services. For juvenile detention personnel, this required year of employment must be in juvenile detention/residential services.
 - b. A bachelor's degree and two or more years employment in probation/court services. For juvenile detention personnel, at least one of the required years of employment must be in juvenile detention/residential services.
 3. **Chief Managing Officer/Non-Director**

"CMO/Non-Director" is defined as a probation or court services manager with two or more levels of professional staff under his or her administrative direction or control, but who is not the head of the department. Any person employed in a CMO/Non-Director position shall have:

 - a. A master's degree in management, public administration, criminal justice, or social services, and three or more years of employment in probation/court services, at least two of which are at a supervisory level. For juvenile detention personnel, at least one of the required years must be in juvenile detention/residential services.

- b. A bachelor's degree and five or more years employment in probation/court services, at least three of which are at a supervisory level. For juvenile detention personnel, at least one of the required years of employment must be in juvenile detention/residential services.
4. Chief Managing Officer/Director
"CMO/Director" is defined as a probation or court services manager with two or more levels of professional staff under his or her administrative direction or control, and who is the head of the department. Any person employed in CMO/Director position shall have:
 - a. A master's degree in management, public administration, criminal justice, or social services, and five or more years of employment in probation/court services, at least three of which are at a supervisory or administrative level. For juvenile detention personnel, at least two of the required years of employment must be in juvenile detention/residential services.
 - b. A bachelor's degree and seven or more years of employment in probation/court services, at least four of which are at a supervisory or administrative level. For Juvenile detention personnel, at least two of the required years of employment must be in juvenile detention/residential services.
 - c. The Director of the Administrative Office of the Illinois Courts may, upon request of the chief circuit judge or his/her designee showing good cause, grant reasonable extensions for compliance with the citizenship and residency requirements.

II. General Application Instructions

The following are general application instructions that apply to all employment/promotional applicants. **See next page for specific instructions.**

- A. Send a copy of the completed application to the Probation Division at the address at the top of the form. A copy must also be sent to the Chief Judge's Office of the judicial circuit(s) to which you are applying.
- B. The role of the Administrative Office of the Illinois Courts (AOIC) Probation Division in the hiring and promotion of probation/court services personnel is limited to certifying the eligibility of the applicant in terms of the minimum qualifications stated in Part 1, A and B, above. Circuit court and/or probation/court services department hiring policies and procedures control the actual selection process and may be more restrictive than the minimum State requirements. Applicants are advised to inquire about and comply with circuit and/or departmental policies and procedures.
- C. It is the **responsibility of the applicant** to ensure that the proper copy of the Employment/Promotion Application form, along with his/her **final certified official college transcript(s)**, is forwarded **simultaneously** to both the AOIC Probation Division and to the Chief Judge(s) of the appropriate circuit(s). **Probation departments are under no obligation to consider applicants who do not submit application(s) to the appropriate Chief Judge(s) offices(s).** It is highly recommended that the applicant also forwards a **current resume** to the Chief Judge(s).
- D. An applicant may apply to more than one judicial circuit. If the applicant does wish to apply to more than one circuit, he/she must send a copy of the Employment/Promotional Application form to the Chief Judge's Office of **each** circuit of preference.
- E. Upon establishing an applicant's qualifications, the Probation Division will send a letter of certification to the applicant, and the applicant's name will be placed on a list of eligibles. **This certification of the applicant's eligibility completes the AOIC Probation Division's responsibility regarding the application.** The fact that the applicant is eligible does not mean that he/she will be granted an interview or be offered a position by the judicial circuit(s) he/she has specified.
- F. An applicant will remain on the statewide eligibles list for one year, unless otherwise removed. An applicant can request, in writing to the AOIC Probation Division, **a one year extension on a circuit(s) eligibles list(s)**, for a maximum of two years on the list(s) without having to reapply.

III. Specific Application Instructions

The following are specific instructions for filling out and forwarding the appropriate copies of, and attachments to, the "Probation/Court Services Employment/Promotion Application" form. The instructions are keyed to the letters on the application form.

- A. Enter last name, first name, and middle initial. Also, if applicable, enter your maiden name and e-mail address.
- B. Check the appropriate box, indicating whether this is an employment application or a promotional application.
- C. Enter street address, city, county, state, and zip code of your present legal permanent address.
- D. Enter the area code and telephone number of your present legal permanent address.
- E. Enter the last four digits of your social security number.
- F. Indicate your U.S. citizenship status (see Part 1, "Minimum Qualification Requirements").
- G. Enter the level or levels or the probation/court services position(s) for which you are applying (see Part 1, "Minimum Qualification Requirements" for the requirements for employment in, or promotion to, each of the four position levels).
- H. Please specify if you are applying for detention or probation positions or both.
- I. Under "Locality Preference", identify the Illinois judicial circuit(s) [see Illinois Judicial Circuit Map] and the specific counties within the circuit(s) in which you would accept employment. If you do **not** indicate a county preference, it will be assumed that you would accept employment in all counties in that circuit. If you list more than one circuit, you must forward copies of the Application/Promotion form and your college transcript(s) to the appropriate Chief Judge(s). You may attach separate sheets listing your judicial circuit/county preferences if necessary. **Cook County has no circuit number. Please write 'Cook' as the Circuit.**
- J. Under "Education Information", if you are not presently employed in Illinois probation/court services, check whether the necessary certified college transcript(s) in a sealed envelope is attached to the Employment/Promotion Application or whether an official transcript(s) is being sent directly from the school(s). **A "certified transcript" should have the official seal of the school and the signature of the registrar. An "official transcript" is defined as a transcript that is forwarded to AOIC Probation Division and the appropriate Chief Judge(s) directly from the school.**
- K. Under "Employment Background", list all of your prior work experience in probation/court services, and/or juvenile detention/residential services. You may use additional sheets if necessary. **(List complete address (es) including zip codes, position and job descriptions, and the name and phone number of supervisor(s).)**
- L. Sign and date the application, certifying that you understand that you may be required to submit proof of previous employment, education or other statements in the application and that the information on the application is true and correct to the best of your knowledge. After you have finished filling out the application, it is your responsibility to forward a copy of the form to the proper location. Print a copy of the application and forward it, with a signature and the necessary attachments to:

**AOIC Probation Division
3101 Old Jacksonville Road
Springfield, IL 62704-6488**

probationeligibles@illinoiscourts.gov

Forward a copy to the appropriate Chief Circuit Judge (see list of Chief Judges of the Illinois Judicial Circuits for the appropriate address). If you wish to apply to more than one judicial circuit, you must send a copy of the application, transcript(s) and resume (recommended) to the Chief Circuit Judge of the other circuits of preference.