
**Department of Probation & Court Services
Job Opportunity**

Applications accepted until: Position is Filled

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| Job Title: | Senior Staff Assistant | Job Code: 1003 |
| | Part Time | |
| | 11:30 am – 4:30 pm (Monday – Thursday) | |
| | 1 Saturday per month | |
| Department: | Probation & Court Services | |
| Division: | DUI Evaluation | |
| Location: | 503 N. County Farm Road | |
| Grade: | 108 | Salary Range: \$11.79/hr - \$14.75/hr |
| Contact: Beth Young | Phone: (630) 407-8412 | Fax: (630) 407-8558 |

The responsibilities of this position include:

- Coverage for reception area
- Other duties as assigned.

Requirements for this position include:

- Must be detail-oriented
- Discretion regarding confidential information
- Able to accomplish assigned tasks with interruptions
- Experience in data entry and the use of computers
- Working skill in performing responsible clerical duties
- Ability to pass a typing test with a minimum speed of 30 words per minute
- Working skill in verbal communications
- Working skill in dealing effectively with others

Bilingual (English/Spanish) a plus

Department of Probation & Court Services is an Equal Opportunity Employer

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Job Title: PART TIME DUI Evaluator/Probation Officer
Department: Probation & Court Services
Division: Adult
HOURS: Evenings and Saturdays (16 hours/week)
Grade: UN1 **Hiring Salary:** \$19.23/Hour
Contact: Beth Young **Phone:** 630/407-8412 **Fax:** 630/407-8558

The responsibilities of this position include:

- Interview and assess substance abuse severity, criminal risk and public safety risk;
- Investigate and verify criminal history records and Secretary of State records;
- Identify and assess antisocial behavior, mental health issues, motivation, and relapse potential;
- Administer and interpret standardized assessment instruments;
- Prepare written court reports, and
- Other related duties as assigned

Requirements for this position:

- Bachelors Degree in the Behavioral Sciences or related field
- Must have IAODAPCA, Certified Assessment/Referral Specialist (CARS), CADIC, LPC, LCPC, LSW OR LCSW Certification/Licensure
- Candidates must have knowledge of substance abuse evaluations and interventions, as well as criminal risk factors and assessments, psychologically appropriate correctional intervention strategies and plans.
- Candidates must have knowledge of modern social service practice, resources and casework philosophy
- Candidates should be comfortable working in a fast paced office

Experience in interviewing, assessing and counseling preferred

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