POSITION OPENING

DEPARTMENT: Kendall County Court Services
TITLE: Supervisor
RESPONSIBLE TO: Director
RESPONSIBLE FOR: Case files, reviews casework, supervises staff, performance appraisals
DUTIES INCLUDE: Supervision, attend /conduct staff meetings, on-call, plan, revise, implement, and monitors policies and procedures for Court Services.

MINIMUM QUALIFICATIONS: Masters degree in management, public administration, criminal justice, or social services and one or more years employment in probation/Court Services; or Bachelors degree and two or more years employment in probation/Court Services.

GENERAL EMPLOYMENT QUALIFICATIONS: In addition to the minimum educational requirements, successful applicant will have demonstrated ability in following:
* Oral/Written Communication Skills
* Interpersonal Sensitivity
* Planning/Organizing
* Problem Analysis
* Judgment
* Oral Fact Finding

STARTING DATE: June 2016
STARTING SALARY: $51,084.86 (+$100.00/month on-call stipend)
APPLICATION DEADLINE: May 13, 2016
APPLICATION PROCESS: Letters of application and resumes accepted by:

Tina Varney, Director
Kendall County Court Services
807 W. John Street
Yorkville, Illinois 60560

Applicants need to be on state approval hiring list for supervisory.

http://www.illinoiscourts.gov/administrative/forms/probation/employment/Probation-Court_Services_Employment-Promotion_Application.pdf

"EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request"

May 3, 2016
COURT SERVICES - JOB DESCRIPTION

JOB TITLE: Supervisor - Kendall County

JOB CODE: Exempt

DEPARTMENT: Court Services

GENERAL SUMMARY
Under the supervision of the Director, the Supervisor performs analysis of various case files, reviews casework, observes staff's performance, and problem solves casework issues, in order to complete personnel appraisals. Attends and conducts staff meetings in order to plan, develop and disseminate information necessary to complete, department objectives. Plans, revises, implements, and monitors policies and procedures for Court Services. Performs other tasks as directed by the Management of Court Services.

PRINCIPLE DUTIES AND RESPONSIBILITIES
1. Performs analysis of various case files. Reviews casework entries, compiles data, observes staff performance and problem solves casework issues in order to complete performance appraisals.
2. Assess workload, training, and resource needs of the office.
3. Provides input into the development of the organization by attending Court Services Management Team Meetings.
4. Plans, organizes, and conducts unit staff meetings.
5. Performs a variety of related functions that result in written reports, correspondence, and memorandums.
6. Plans, revises, implements, and monitors policies and procedures of Court Services.
7. Provides input into the development of staff personnel for Court Services.
8. Responsible for the successful completion of directives as specified by the Management of Court Services.
9. Reviews and monitors staff time records, mileage sheets, and activities.
10. Performs a variety of duties to ensure the development and maintenance of positive working relationships with allied agencies and other related departments within Kendall County.
11. Performs on-call duties.
12. Deposits monies collected by Probation Officers per policy.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED
1. Obtained a master's degree in management, public administration, criminal justice, or social services, and, one or more years employed in court services, criminal justice, or social services; or, a bachelor's degree from an accredited college or university and two or more years employed in court services, criminal justice, or social services.
2. Applicant must be on AOIC hiring list.
3. Knowledge of employment functions, personnel management, and an in-depth understanding of policies and procedures relative to Court Services.
4. Requires analytical abilities and interpersonal skills necessary to handle a diverse group of professionals, both within the organization as well as externally at all levels of county government.
5. Communication skills necessary to interpret and communicate the policies and procedures necessary to accomplish the goals and objectives of Court Services.
6. Ability to communicate verbally and in writing with all levels of the organization in order to fulfill the goals/objectives as outlined in the annual report to AOIC.
7. Ability to work independently in order to plan and effectively carry out all the tasks necessary to complete personnel appraisals by the employee's anniversary date.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS
Sitting, talking, hearing are required 50% to 75% of the time. Walking and climbing stairs are required about 10% of the time. Stooping, kneeling grappling, and bending/twisting are required in unusual or non-routine situations. Climbing (ladders), balancing, and feeling (to sense the position of quality of objects) are not required. Lifting objects over 40 pounds is very unusual and mostly not required. Carrying and transporting objects are required about 10% of the time; 20 to 40 pounds is unusual or non-routine. Carrying objects 50 pounds or more is not required. Pushing or pulling objects is unusual or not a requirement or the position. Handling objects is unusual; writing can be up to 50%.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT OF AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS. THE PRINCIPLE DUTIES OF RESPONSIBILITIES ENUMERATED ARE ALL ESSENTIAL JOB FUNCTIONS EXCEPT FOR THOSE THAT BEGIN WITH THE WORD MAY.
WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS
Over 75% of the work time is spent inside protected from weather conditions. Extreme cold/very cold temperatures are experienced approximately 25% of the time. Dramatic shifts in temperature, either hot or cold, are present only in unusual situations. Wet and/or humid, very high moisture conditions are experienced only in unusual situations. Hazards, such as mechanical, electrical, injury from inmates, fast moving vehicles, are present only in unusual situations. Protection from weather conditions of extreme heat, extreme wet, noise, vibrations, are not present. Hazards from chemicals, burns, explosives, radiant energy, radiation, heights (above 12 feet), are not present. Atmospheric conditions, such as fumes, odors, dust, poor ventilation, or physical confined worksites, are not present.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS
Equipment used is a calculator, copy machine, computer terminal, facsimile machine, personal computer. Transportation sufficient to accomplish job objectives will be needed.

REPORTING RELATIONSHIPS
Reports To: Director
Directs Work Of: Staff members of Court Services assigned to the unit.

HIRING CONTINGENCY
After an offer of employment is extended to a specific candidate, said candidate=s hiring is contingent upon the candidate obtaining a tuberculosis screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a Two-Step @ Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the Kendall County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

Perspective employee has been cleared through a criminal background check.

BLOODBORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print) Employee Signature Date

Name (Dept. Hd./Elected) Title Date

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