



OFFICE OF THE CHIEF JUDGE

State of Illinois
Third Judicial Circuit
Madison & Bond Counties

DAVID A. HYLLA
CHIEF JUDGE

MADISON COUNTY COURTHOUSE
155 NORTH MAIN STREET
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October 16, 2017

JOB POSTING

POSITION	Director of Court Services
DUTIES & RESONSIBILITIES	See attached Job Description
LOCATION	Madison County Probation Department 157 North Main Street, Suite 312 Edwardsville, IL 62025
EDUCATION/EXPERIENCE	See attached Job Description and Required Competencies
SALARY	Madison County Probation and Court Services Department Non-Union Compensation Schedule
HOURS OF WORK	Hours between 8:00 AM and 5:00 PM
CLOSING DATE	For earliest consideration, applications and resumes should be submitted by November 13, 2017.

Persons interested in this position must submit a letter and resume to **Chief Judge David Hylla, 155 N. Main Street, Suite 405, Edwardsville, IL 62025**. Please construct the cover letter and resume to *specifically address the competencies and responsibilities* outlined in the attached job description.

Current Madison County employees seeking a promotion must submit a promotional application to the State.

All other applicants must submit Madison County and State of Illinois applications.

Download Madison County application for employment at www.co.madison.il.us

Download State application at www.illinoiscourts.gov

Visit <http://www.co.madison.il.us/jobs> for full job posting, job description, and required competencies.

MADISON COUNTY PROBATION & COURT SERVICES DEPARTMENT

DIRECTOR OF COURT SERVICES

DUTIES & RESPONSIBILITIES

The Director of Court Services shall be familiar with and adhere to the philosophy and all policies and procedures as established by the Madison County Probation & Court Services Department. All work must be treated as confidential.

Under the direction of the Chief Judge, the Director of Court Services will perform activities to include, but not be limited to, the following:

- Directs the operation of the Probation and Court Services Department including pretrial services, administrative services, adult/juvenile probation services, drug court services, juvenile detention services and all probation satellite services and operations.
- Stays current with best practices and research in the field of probation, detention and court services, and applies that knowledge to organizational programs and operations.
- Establishes policies and procedures designed to comply with policies promulgated locally which reflect and promote the Department's community.
- Prepares, monitors and manages budgets.
- Develops, implements and evaluates organizational goals/objectives.
- Manages the selection, training and management of personnel, communications and public information systems, labor-management relations and collaboration with community agencies and organizations to enhance public safety and promote a community corrections philosophy which utilizes strategies to implement a balanced and restorative justice approach within the community.
- Supervises a management team responsible for planning, directing, coordinating and evaluating the work activities of a complement of professional probation staff, who are involved in a full range of adult and juvenile probation services, e.g. pre-sentence investigations, social investigations, pretrial investigations, enforcement of court orders of probation and conditional discharge, informal supervision, supervision and counseling of probationers, and delivery of special services and/or other programs as may be promulgated by the Administrative Office of the Illinois Courts and the Chief Judge.
- Oversees the Department's quality assurance programs.
- Insures adequate training of the staff, including such mandatory training as may be required by the Administrative Office of the Illinois Courts.
- Leads or directs the Court Services Management Team in interviewing and evaluating potential employees, formulating new plans and programs,

implementing new procedures and projecting the role of the department through public relations activities.

- Collaborates with outside agencies including but not limited to police, schools, social service agencies, and housing authorities to implement treatment and public safety programs that promote a community corrections philosophy.

EDUCATION AND EXPERIENCE

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 level.

A Bachelor's Degree and seven or more years of employment in probation/court services, at least four of which are at a supervisory of administrative level.

GENERAL REQUIREMENTS

Ability to get along with and interact with adult and juvenile probationers, knowledge of the court system, initiative and ability to work well on one's own with minimal supervision.

Must be a citizen of the United States. Must be a resident of the county, probation district or circuit in which he/she is employed. Must be generally qualified as provided by law or rule of court.

Must have devotion to principles of public service, capacity to learn by experience, fundamental capacity for and interest in the welfare of human beings, good character and balanced personality, ability to work with others, and the possession or ability to obtain a valid Illinois Driver's License.

REQUIRED COMPETENCIES

The following are the core competencies at which an individual must be proficient to function effectively as the Director of the organization. These competencies will be used as a basis for the selection of new deputy chief probation officers, training needs assessment and training, and for regular evaluations of performance.

1. **Balanced Justice** - Understands that corrections must serve multiple interests; balances the needs of the community, the criminal justice system, the victim, and the offender; seeks to repair or restore damage done by crime.
2. **Building Coalitions** - Seeks to establish friendly, long term relationships with key or influential people; uses those relationships with others to keep informed, anticipate issues, and test new ideas or proposals.

3. **Change Leadership** - Accepts role as a change agent; acts as a champion for change; develops plans and follows through on change initiatives; accepts ambiguity that comes with change activities.
4. **Correctional Knowledge** – Studies the body of professional correctional knowledge; stays current on “best practices” by being active in professional organizations, networking with peers in other organizations, and reading professional journals.
5. **Creating Vision** – Defines the ideal and/or desired outcome for the organization; acts consistently based on one's beliefs or convictions; sets and demonstrates values; and maintains a focus on future needs as well as present problems.
6. **Fiscal Management** - Develops budgets, generates and nurtures revenue sources, tracks income and expenditures, modifies budget allocations to meet current needs and revenues.
7. **Follow Up** – Assigns work or tasks to others; checks to assure the work assigned or delegated has been completed as expected.
8. **Gives Presentations** – Prepares and gives formal and informal presentations in meetings and at other events; organizes material to be covered to effectively convey key points and concepts; and is proficient in the use of audio-visual equipment and can integrate audio-visual elements into presentations that are being given.
9. **Guiding Staff** – Provides employees with the support and guidance they need to feel valued by the organization and empowered to do their best; supervises and coaches for improved performance; gives others opportunities to have new assignments and experiences that will help them grow; rewards good performance professionally.
10. **Holistic Thinking** - Considers issues from the broadest possible perspective, including external as well as internal stakeholders and their points-of-view; looks for solutions that addresses the needs of all impacted parties; looks for long term solutions, not just fixes to immediate problems; uses sound judgment and acts in a timely manner.
11. **Inspire Trust** - Acts based on high principles and ethics; build trust in others; possesses and maintains a high level of personal, organizational, and societal values; is honest and trustworthy; engages in law abiding behavior.
12. **Personnel Management** - Assigns staff to specific job duties; sets expectations for job performance; participates in the screening and selection of individuals to fill positions; and monitors the performance of employees to determine when corrective action is needed to address performance problems.
13. **Plan and Organize** – Develops short and long term goals; allocates resources to accomplish established goals and objectives - including the effective use of personnel, facilities, equipment, and capital.
14. **Program Management** - Assesses the needs of offenders and the community, develops programs to manage the offender population and reduce recidivism, and evaluates programs to determine effectiveness.
15. **Quality Driven** - Challenges the status quo in order to improve systems and/or the organization; looks for better ways to accomplish results; competes against a high personal standard of excellence.

16. **Self Awareness** - Adjusts to competing demands, shifting priorities, and changing requirements; is confident and handles change and pressure with little stress; handles emotions maturely.
17. **Team Work** - Utilizes appropriate interpersonal styles and methods during group interactions to ensure that the team accomplishes its goal through group process, cohesiveness, and teamwork.