

**Department:** Ninth Judicial Circuit, Court Services Department, Probation Division

**Internal and External Posting**

**Title:** Probation Officer – Drug Court GRANT FUNDED

**Start Date:** To Be Determined

**The Ninth Judicial Circuit, Court Services Department is accepting applications for a full time Probation Officer (Drug Court) position in Knox County, Illinois.**

**Responsibilities:** Under direct supervision, responsibilities include tasks related to court, investigation, report writing, documentation, monitoring, offender supervision, referral/brokerage, placement, statistics, home confinement/electronic monitoring, cognitive behavioral groups, evidence-based principles and other related work as required by management.

Employee work schedule will need to be flexible in nature and will need to be coordinated in order to meet the needs of clients and the department which may vary from week to week.

Employees must follow and adhere to all department policies or practices as written or instructed through the distribution of manual, memorandum or verbal communication by management or designee.

**Requirements:** A bachelor's degree from an accredited college or university. Pass a criminal history background check, possess a valid driver's license, and must be on the Administrative Office of the Illinois Courts list of eligible applicants.

**Skills:** Knowledge of the criminal justice system; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with clients, judicial stakeholders, victims, community agencies, and others; competent in the ability to learn and utilize specialized software programs; ability to perform home visits with their personal vehicle; and possess excellent writing skills.

**Benefits:** Annual base salary of \$48,463.00; health, dental, vision; pension plan; life insurance; deferred compensation option; sick days, personal time, and paid vacation.

**Please be advised that there may be internal applicants for this position.** If the position is filled internally, there may be another position within the circuit. If you are interested in any position (including adult, juvenile, combined adult/juvenile, pretrial, or community service work/probation officer position) within the Ninth Judicial Circuit, you must apply for this position as there may be no further interviews. This applies to internal applicants as well. If you are not on the Administrative Office of the Illinois Courts list of eligible applicants, you may fill out an application through their website at <https://www.illinoiscourts.gov/documents-and-forms/employment-application/>

**Submit cover letter, resume, and college transcript by: June 23, 2025, to the following:**

**Court Services Department**  
**Attention:**  
**Leah Painter**  
**1319 E. Fifth Street**  
**Galesburg, Illinois 61401**  
**Or Email: [lpainter@9thjudicial.org](mailto:lpainter@9thjudicial.org)**  
**and**  
**[hgoad@9thjudicial.org](mailto:hgoad@9thjudicial.org)**

**Position will remain open until filled, but those applying on or before June 23, 2025, will be given first preference. Interviews will be in person at the Knox County Courthouse in Galesburg. Please include a phone number you can be reached at. You will be contacted by phone if you are chosen for an interview.**

**The Ninth Judicial Circuit, Court Services Department is an Equal Opportunity Employer**