1319 East Fifth Street
Galesburg, IL 61401-6698
Phone: 309-343-7918
Fax: 309-343-7922

Providing Opportunity

Promoting Change

Protecting Communities

Stacy L. Bainter
Director of Court Services

Jennifer M. Potaczek
Chief Probation Officer

Tye F. Adair
Program Coordinator

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

Internal and External Posting

Title: **Probation Officer**

Start Date: **To Be Determined**

The Ninth Judicial Circuit, Court Services Department is accepting applications for a full-time Probation Officer position in Warren 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 the offender and department which may vary from week to week.

The Court Services Department, Probation Division, is made up of adult and juvenile services.

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 (used for home visits and training purposes), and must be on the Administrative Office of the Illinois Courts list of eligibles.

Skills: Knowledge of the criminal justice system; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with probationers, judiciary, 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 $50,886.00; 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, or community service work/probation officer position) within the Ninth Judicial Circuit, you must apply for this position as there will 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 eligibles, 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: November 6, 2026, to the following:

Court Services Department
Attention: Brad Bockelman
1319 E. Fifth Street
Galesburg, Illinois 61401
Or Email: bbockelman@9thjudicial.org
cbishop@9thjudicial.org
and
hgoad@9thjudicial.org

You will be contacted by phone if you are chosen for an interview. Interview date to be determined.

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