



STATE OF ILLINOIS

17th Judicial Circuit

Winnebago-Boone Counties

Debbie L. Jarvis
Director, Department of Court Services

Department of Court Services

Division
Winnebago County Adult Probation

Posting Date: 5/29/2026
Closing Date: Until Filled

Job Title
EMERGING ADULT PROBATION OFFICER

Hours: M – F, 8:00am – 5:00pm

Salary
\$ 53,197

Position Summary

The Probation Officer assigned to the Emerging Adult Unit is responsible for supervising justice-involved individuals ages 18–25 using a developmentally informed, evidence-based approach. This role combines case management, community engagement, and evidence-based interventions tailored to the unique needs of emerging adults.

Essential Duties and Responsibilities

- Supervise an assigned caseload of adults ages 18-25
- Use effective motivational interviewing techniques and trauma informed practices to guide individuals through the stages of change
- Conduct assessments and develop individualized case plans based on identified risks and needs
- Collaborate with social service providers, employers, and family systems to support individuals' success
- Monitor compliance with court orders, probation conditions, and program requirements
- Maintain regular contact through office visits, field visits, employment checks, and collateral contacts
- Complete accurate case documentation and prepare all required court paperwork
- Attend all court hearings and proceedings
- Create and/or assist, monitor, and document community service work.
- Maintain contact with Emerging Adult Stakeholders
- Attend required training as designated by management
- Provide transportation to placements, appointments, and educational or employment opportunities when necessary



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- Make day-to-day decisions necessary to supervise the assigned caseload and manage daily responsibilities
 - Perform other duties as assigned in response to evolving program needs and strategic priorities
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Knowledge, Skills, and Abilities

- Knowledge of adolescent brain development, including the trauma-related needs and behaviors common to this age range
 - Understanding of cognitive-behavioral strategies, criminogenic needs and strengths-based approaches
 - Working knowledge of the Risk, Needs, and Responsivity (RNR) model
 - Familiarity with trauma-informed care, motivational interviewing and evidence-based practices is preferred
 - Strong organizational, documentation, time-management, communication, interpersonal, and conflict-resolution skills
 - Ability to work independently and as part of a multidisciplinary team
 - Ability to work effectively with young adults from diverse backgrounds
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Minimum Qualifications

- Bachelor's degree in Criminal Justice, Social Work, Psychology, Education, or a related field
- Must be a resident of the State of Illinois or approved exemption
- Must possess a valid driver's license
- Must pass pre-employment background check and wellness exam including drug screen
- Must comply with all federal and state laws; to include prohibition of the consumption, possession, sale, purchase or delivery of cannabis or cannabis infused substances
- Must submit a state application for Probation and Court Services employment at: <http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment>
- Bilingual, English/Spanish Language Skills Preferred

Location:
Adult Probation Department
526 West State Street
Rockford, IL 61101

Send Resume to:
Lorraine Dixon, Deputy Director
ldixon@17thcircuit.illinoiscourts.gov