



Madison County
Probation & Court Services Department

Jackie Wiesehan • Director
Madison County Administration Building
157 North Main St., Suite 312 • Edwardsville,, IL 62025
Phone (618) 692-6255 • Fax (618) 296-7602

JOB POSTING

<u>POSITION</u>	Transportation Officer (Part-time)
<u>DUTIES & RESPONSIBILITIES</u>	See Attached Job Description
<u>LOCATION</u>	Madison County Detention Center 100 W. 5 th Avenue Edwardsville, IL 62025
<u>EDUCATION/EXPERIENCE</u>	See Attached Job Description
<u>SALARY</u>	Madison County Probation and Court Services Department Compensation Schedule, Grade 1
<u>HOURS OF WORK</u>	20 hours per week on varied schedule
<u>CLOSING DATE</u>	4:00 p.m. Wednesday, April 20, 2018

Persons interested in this position must submit a letter, county application and resume to **Director Jackie Wiesehan 157 N Main St Suite 312, Edwardsville, IL 62025.**

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

Date: April 6, 2018

Jackie Wiesehan

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Director

MADISON COUNTY PROBATION & COURT SERVICES DEPARTMENT

TRANSPORTATION OFFICER (PART-TIME)

Effective Date: April 6, 2018

DUTIES & RESPONSIBILITIES

The Transportation Officer (Part-Time) 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.

The Transportation Officer (Part-Time) will perform activities to include, but not be limited to, the following:

- Provides safe, secure transport of out-of-county juveniles to and from their home counties.
- Shall be on call twenty-four hours a day and is required to carry a beeper.
- Maintains an appropriate demeanor and attire at all times, as he/she interacts with law enforcement personnel, the courts, service providers, parents of residents, and the residents themselves.
- Adheres to all traffic laws regarding the operation of a motor vehicle in the State of Illinois.
- Assures that he/she maintains the cleanliness of the vehicles.
- Notifies the Superintendent in the event a repair is needed on a vehicle or in the event any transportation unit equipment needs repair or replacement.
- Communicates with the residents in her/his charge to alleviate fears and help orient the resident to the Detention Home.
- Interacts with youth in a fair, firm, compassionate and consistent manner. Treats all youth with respect and dignity.
- Communicates with detention staff information regarding court hearings, behavior of the juvenile, physical and mental state, etc. of juveniles transported.
- Attends and participates in all staffings, staff meetings, and/or training programs as assigned by the Superintendent.
- Demonstrates support for his/her fellow employees in the course of the performance of his/her job.
- Performs such other duties as assigned by the Director of Probation and Court Services, the designated Superintendent, the designated Chief Probation officer or other designated managers.

EDUCATION & EXPERIENCE

Shall have received a high school diploma or its equivalent. An Associate Degree or work experience equivalent to said degree is preferred. Experience working with adolescents is also preferred.

GENERAL REQUIREMENTS

Due to department structure and programming, individual must maintain flexibility in assignment location and scheduled hours of work.

Must possess the ability to successfully complete a physical ability component, toxicology screening and psychological evaluation.

Ability to get along with and interact with adult and juvenile probationers, ability to work well on his/her own without supervision but also have the ability to take direction or supervision and work well as part of a team.

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.