

May 16, 2025

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

POSITION:	Alcohol Monitoring Officer
NUMBER OF VACANCIES:	Up to 2
SHIFT:	Monday to Friday; 8:30 AM to 4:30 PM
DIVISION:	Office of Statewide Pretrial Services, Division of Centralized Operations
COMPENSATION RANGE:	\$62,355-\$68,138; starting salary commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time. Click Here for State Employee General Benefits Click Here for OSPS Summary of Benefits
LOCATION:	Springfield, IL
REPORTING RELATIONSHIP:	Alcohol Monitoring Chief

The Office of Statewide Pretrial Services' (OSPS or Office) is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office's mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. OSPS prepares pretrial investigation reports for the courts and supervises individuals released from custody as directed by the court.

The Alcohol Monitoring Officer is a pretrial position within the Alcohol Monitoring Section. This centralized role is responsible for the installation and retrieval of alcohol monitoring equipment, as well as reviewing monitoring data to assess compliance with court-ordered alcohol conditions. The position falls under the Division of Centralized Operations and reports to the Alcohol Monitoring Chief. This position is within the Division of Centralized Operations and works under the general direction of the Alcohol Monitoring Chief.

Current Available Shift:

Monday to Friday, 8:30 AM to 4:30 PM

***Shift will be determined to fit operational which may include working weekends.**

BENEFITS:

An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.

[Click Here for State Employee General Benefits](#)

[Click Here for OSPS Summary of Benefits](#)

ESSENTIAL DUTIES: The Alcohol Monitoring Officer enrolls defendants into monitoring software, analyzes alcohol and GPS data for compliance, and prepares related reports. The role includes tracking equipment, coordinating with law enforcement, collecting background information, and testifying in court. The Alcohol Monitoring Officer also travels regionally for installations and maintains up-to-date knowledge of laws and standards.

FUNCTIONS INCLUDE:

- Enrolls defendants into alcohol monitoring software and accurately documents defendants' activities in the case management system.
- Tracks all alcohol monitoring equipment deployed or stored by OSPS, including accessories such as installation equipment, chargers, charging cables, smart devices, etc.
- Reviews and analyzes alcohol monitoring data and notifies the Alcohol Monitoring Chief of potential violations.
- Prepares pretrial progress and violation reports for alcohol and GPS monitoring.
- Contacts and coordinates with law enforcement when necessary to install or retrieve electronic monitoring equipment in locations other than the county courthouse or jail.
- Interviews, assembles and verifies information and data concerning employment, residency, criminal record, and social background of arrested persons.
- Collects records of a defendant's criminal history through electronic judicial case management systems, pretrial case management systems, LEADS/NCIC and other sources.
- Attends and testifies at court hearings on electronic monitoring where the status of a defendant's pretrial release conditions are determined, reviewed, evaluated, modified, or stricken.
- Attends trainings and maintains a working knowledge of state laws and national standards pertaining to pretrial services and electronic monitoring.
- Travels regionally to courthouses and jails to install and retrieve electronic monitoring equipment and accessories.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

1. Bachelor's Degree from an accredited institution.
2. Ability to be LEADS certified.
3. Must possess a valid Illinois Driver's License and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.
4. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).

Preferred Qualifications:

1. Bachelor's Degree in Criminal Justice or social services related field.
2. Three or more years of professional working experience in a public or private organization.
3. One or more years of experience working with electronic monitoring systems.
4. Two years of experience working in law enforcement or community corrections.
5. Master's Degree.

OTHER KNOWLEDGE/SKILLS/ABILITIES:

1. Effective oral and written communication, presentation, facilitation, and interpersonal skills.
2. Ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules.
3. Ability to positively and professionally interact with co-workers.
4. Demonstrated leadership skills including planning and priority setting, sound decision-making, problem-solving, and analytic and interpretive skills.

PHYSICAL REQUIREMENTS:

1. Ability to sit for extended time periods.
2. Professional office working environment requiring telephone usage and ability to process written documents.
3. Ability to travel, including overnight stays, as required.

HOW TO APPLY:

Interested individuals should submit a resume and cover letter through the form below.

<https://app.smartsheet.com/b/form/cfd6d666f464473185cddb0a5b7b361>

A judicial branch application is not required to apply, but it will be required before final hiring decisions are made. The application can be downloaded from the Illinois Courts website:

<https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/b0377255-a5e8-4c75-af0b-65925622d97b/Judicial%20Branch%20Employment%20Application.pdf>

This position will remain open until filled. However, those individuals submitting materials by May 26, 2025, will be given first consideration.

Any questions about this position or the application process can also be submitted via email at the following address: pretrialservices@illinoiscourts.gov .

EQUAL OPPORTUNITY EMPLOYER