

PRETRIAL SERVICES EMPLOYMENT/PROMOTION APPLICATION

Office of Statewide Pretrial Services - Administrative Services Division
850 East Madison Street, 3rd Floor, Springfield, Illinois 62702

A.

Mr.
Mrs.
Ms.

☐
☐
☐

Last Name

First Name

MI

Maiden Name (If applicable)

E-mail address

B.

☐
☐

Employment
Promotion

C.

Street Address

City

County

State

Zip Code

Telephone Number

D.

() -

(Area Code)

E. LEVEL OF POSITION(S) APPLIED FOR:

- ☐ Non-Supervisory
- ☐ Supervisory
- ☐ Chief Managing Officer/Non-Director

F. LOCALITY PREFERENCE: If found eligible, you will be placed on the statewide list. If you wish to list specific departments you are interested in you may do so here. Attach a separate sheet if necessary.

Circuit and County Preference(s), if applicable:					
1.	Circuit:	2.	Circuit:	3.	Circuit:
	County:		County:		County:

G. EDUCATION INFORMATION: All applicants not presently employed in an Illinois court services department must submit copies of **certified** college transcripts with this application.

- ☐ Transcript attached (in a sealed envelope)
- ☐ Transcript being sent directly from school

Names of colleges or universities attended	Address	Name of Major	Type of degree earned	Date of degree (Mo/Yr)

H. EMPLOYMENT BACKGROUND: List current and prior work experience in court services. Attach separate sheet if necessary.

Name and address of employers	Position and job description	Name and phone # of Human Resource Manager	Dates of employment From (Mo/Yr) To	

☐

I understand that I may be required to submit proof of previous employment, education or any other statements in this application.
I certify that the information on this application is true and correct to the best of my knowledge.

I.

SIGNATURE OF APPLICANT

DATE

Instructions for Pretrial Services Employment/Promotion Application

Pursuant to the provisions of 725 ILCS 185/0.04(c)(2), all applicants must be certified by the Office of Statewide Pretrial Services as meeting the minimum qualifications for pretrial services officers as defined in the **Pretrial Hiring, Promotion and Compensation Standards for Local Pretrial Services Agencies** in order to be eligible for employment or promotion by pretrial departments in Illinois. Upon their eligibility being certified, applicants will be notified in writing that they are eligible for employment or promotion, subject to circuit court or departmental application requirements and selection criteria, which may exceed minimum state qualifications.

Employees who return to Pretrial Services after separation must reapply for employment but are not required to submit transcripts.

I. Minimum Qualification Requirements

The following is a summary of the minimum requirements for employment in pretrial services in Illinois. Promotional applicants should refer to the **Pretrial Hiring, Promotion and Compensation Standards for Local Pretrial Services Agencies** (adopted July 1, 2025), prior to completing their application.

- A. Any person employed by the Probation or Court Services Department of any County or circuit shall be:
 1. A resident of the State of Illinois within 90 days of the date of their appointment. A circuit court may impose more restrictive residency requirements by circuit court rule or departmental policy;
 2. Circuit court local hiring authority policy may establish more restrictive employment qualifications.
- B. The following are specific to minimum qualifications, by position level, for probation/court services personnel.
 1. Non-Supervisory Personnel
“Non-Supervisory” is defined as a pretrial officer with no professional staff under their administrative direction or control. Any person employed in a non-management; non-supervisory position shall have:
 - a. A bachelor’s degree from an accredited college or university.
 2. Supervisory Personnel
“Supervisor” is defined as a pretrial services manager with one level of professional staff under their direction or control. Any person employed in a supervisory position shall have:
 - a. A bachelor’s degree and one or more years’ employment in pretrial, probation, court services, or other criminal justice agency.
 3. Chief Managing Officer/Non-Director
“CMO/Non-Director” is defined as a pretrial services manager with two or more levels of professional staff under their administrative direction or control, but who is not the head of the department. Any person employed in a CMO/Non-Director position shall have:
 - a. A bachelor’s degree and three or more years employment in pretrial, probation, court services or other criminal justice agency, at least two of which are at a supervisory level.

II. General Application Instructions

The following are general application instructions that apply to all employment/promotional applicants. **See next page for specific instructions.**

- A. The role of the Office of Statewide Pretrial Services (OSPS) Administrative Services Division in the hiring and promotion of pretrial services personnel is limited to certifying the eligibility of the applicant in terms of the minimum qualifications stated in Part 1, A and B. Circuit court and/or court services department hiring policies and procedures control the actual selection process and may be more restrictive than the minimum State requirements. Applicants are advised to inquire about and comply with circuit and/or departmental policies and procedures.
- B. It is the **responsibility of the applicant** to ensure that the proper copy of the Employment/Promotion Application form, along with their **final certified official college transcript(s)**, is forwarded **simultaneously** to both the OSPS Administrative Services Division and to the Chief Judge(s) of the appropriate circuit(s). **Court Services Departments are under no obligation to consider applicants who do not submit application(s) to the appropriate Chief Judge(s) offices(s).** It is highly recommended that the applicant also forwards a **current resume** to the Chief Judge(s).
- C. An applicant may apply to more than one judicial circuit. If the applicant does wish to apply to more than one circuit, they must send a copy of the Employment/Promotional Application form to the Chief Judge’s Office of **each** circuit of preference.
- D. Upon establishing an applicant’s qualifications, the Administrative Services Division will send a letter of certification to the applicant, and the applicant’s name will be placed on a list of eligibles. **This certification of the applicant’s eligibility completes the OSPS Administrative Services Division’s responsibility regarding the application.** The fact that the applicant is eligible does not mean that they will be granted an interview or be offered a position by the judicial circuit(s) they have specified.
- E. An applicant will remain on the statewide eligibles list for five years, unless otherwise removed.

III. Specific Application Instructions

The following are specific instructions for filling out and forwarding the appropriate copies of, and attachments to, the “Pretrial Services Employment/Promotion Application” form. The instructions are keyed to the letters on the application form.

- A. Enter last name, first name, and middle initial. Also, if applicable, enter your maiden name and e-mail address.
- B. Check the appropriate box, indicating whether this is an employment application or a promotional application.
- C. Enter street address, city, county, state, and zip code of your present legal permanent address.
- D. Enter the area code and telephone number.
- E. Enter the level or levels or the pretrial services position(s) for which you are applying (see Part 1, “Minimum Qualification Requirements” for the requirements for employment in, or promotion to, each of the three position levels).
- F. Under “Locality Preference”, identify the Illinois judicial circuit(s) [see Illinois Judicial Circuit Map] and the specific counties within the circuit(s) in which you would accept employment. If you do **not** indicate a county preference, it will be assumed that you would accept employment in all counties in that circuit. If you list more than one circuit, you must forward copies of the Application/Promotion form and your college transcript(s) to the appropriate Chief Judge(s). You may attach separate sheets listing your judicial circuit/county preferences if necessary. **Cook County has no circuit number. Please write 'Cook' as the Circuit.**
- G. Under “Education Information”, if you are not presently employed in an Illinois court services position, check whether the necessary certified college transcript(s) is attached in a sealed envelope to the Employment/Promotion Application or whether an official transcript(s) is being sent directly from the school(s). **A “certified transcript” should have the official seal of the school and the signature of the registrar. An “official transcript” is defined as a transcript that is forwarded to OSPS Administrative Services Division and the appropriate Chief Judge(s) directly from the school.**
- H. Under “Employment Background”, list all your prior work experience in probation, pretrial, court services, juvenile detention/residential services, and/or other criminal justice agency. You may use additional sheets if necessary. **(List complete address (es) including zip codes, position and job descriptions, and the name and phone number of supervisor(s).) If you have received an eligibility letter for any court services positions in Illinois, please submit a copy of the eligibility letter.**
- I. Sign and date the application, certifying that you understand that you may be required to submit proof of previous employment, education or other statements in the application and that the information on the application is true and correct to the best of your knowledge.
After you have finished filling out the application, it is your responsibility to forward a copy of the form to the proper location. Print a copy of the application and forward it, with a signature and the necessary attachments to (preferably via email):

Email to: pretrialeligibles@ILOSPS.gov

Office of Statewide Pretrial Services
850 E Madison St
Springfield, IL 62704-6488

Forward a copy to the appropriate Chief Circuit Judge (see list of Chief Judges of the Illinois Judicial Circuits for the appropriate address). If you wish to apply to more than one judicial circuit, you must send a copy of the application, transcript(s) and resume (recommended) to the Chief Circuit Judge of the other circuits of preference.

Chief Judge's Offices of the Circuit Courts of Illinois

Chief Judge's Office

Circuit Court of Cook County
Richard J. Daley Center
50 West Washington, #2600
Chicago, IL 60602

Chief Judge's Office

1st Judicial Circuit
Williamson County Courthouse
200 W. Jefferson St.
Marion, IL 62959

Chief Judge's Office

2nd Judicial Circuit
911 Casey Avenue, Suite HI-05
Mt. Vernon, IL 62864

Chief Judge's Office

3rd Judicial Circuit
Madison County Courthouse
155 North Main, Suite 405
Edwardsville, IL 62025

Chief Judge's Office

4th Judicial Circuit
Fayette County Courthouse
221 South 7th Street
Vandalia, IL 62471

Chief Judge's Office

5th Judicial Circuit
Vermilion County Courthouse
7 N Vermilion St
Danville, IL 61832

Chief Judge's Office

6th Judicial Circuit
Moultrie County Courthouse
10 S. Main Street, Suite 12
Sullivan, IL 61951

Chief Judge's Office

7th Judicial Circuit
Sangamon County Complex
200 S. 9th Street, Room 530
Springfield, IL 62701

Chief Judge's Office

8th Judicial Circuit
Adams County Courthouse
521 Vermont St.
Quincy, IL 62301

Chief Judge's Office

9th Judicial Circuit
130 S. Lafayette Street, Suite 30
Macomb, IL 61455

Chief Judge's Office

10th Judicial Circuit
Peoria County Courthouse
324 Main Street, #215
Peoria, IL 61602-1363

Chief Judge's Office

11th Judicial Circuit
McLean County Law & Justice Center
104 W. Front Street, #511
Bloomington, IL 61701

Chief Judge's Office

12th Judicial Circuit
Will County Courthouse
14 W. Jefferson Street, #439
Joliet, IL 60432

Chief Judge's Office

13th Judicial Circuit
LaSalle County Courthouse
119 W. Madison, #202
Ottawa, IL 61350

Chief Judge's Office

14th Judicial Circuit
Rock Island County Courthouse
210 15th Street, Room #408
Rock Island, IL 61201

Chief Judge's Office

15th Judicial Circuit
Ogle County Courthouse
106 S. 5th Street, Suite 306A
Oregon, IL 61061

Chief Judge's Office

16th Judicial Circuit
Kane County Judicial Center
37W777, Rt. 38, #400A
St. Charles, IL 60175-7536

Chief Judge's Office

17th Judicial Circuit
Winnebago County Courthouse
400 W. State, #215
Rockford, IL 61101

Chief Judge's Office

18th Judicial Circuit
DuPage County Courthouse
505 N. County Farm Rd., #2015
Wheaton, IL 60187-3907

Chief Judge's Office

19th Judicial Circuit
Lake County Courthouse
18 North County Street
Waukegan, IL 60085-4359

Chief Judge's Office

20th Judicial Circuit
St. Clair County Building
10 Public Square
Belleville, IL 62220

Chief Judge's Office

21st Judicial Circuit
Kankakee County Courthouse
450 E. Court Street
Kankakee, IL 60901

Chief Judge's Office

22nd Judicial Circuit
McHenry County Courthouse
2200 N. Seminary Avenue
Woodstock, IL 60098

Chief Judge's Office

23rd Judicial Circuit
DeKalb County Courthouse
133 West State Street
Sycamore, IL 60178

Illinois Circuit Court Map

