

May 16, 2025

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

POSITION:	Electronic Monitoring Officer
NUMBER OF VACANCIES:	Up to 10
SHIFT:	Current available shift(s): Sunday to Wednesday, 2:00 PM to 12:00 AM Wednesday to Saturday, 2:00 PM to 12:00 AM Sunday to Wednesday, 10:00 PM to 8:00 AM Wednesday to Saturday, 10:00 PM to 8:00 AM
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:	Electronic Monitoring Supervisor

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 Electronic Monitoring Officer is an advanced pretrial position within the Division of Centralized Operations, Electronic Monitoring Section. This position oversees electronic monitoring of pretrial defendants and works under the general direction of an Electronic Monitoring Supervisor. The Electronic Monitoring Section is staffed 24 hours a day, seven days a week. The shifts within the Electronic Monitoring Section are as follows:

Sunday to Wednesday, 6:00 AM to 4:00 PM
Wednesday to Saturday, 6:00 AM to 4:00 PM
Sunday to Wednesday, 2:00 PM to 12:00 AM
Wednesday to Saturday, 2:00 PM to 12:00 AM
Sunday to Wednesday, 10:00 PM to 8:00 AM
Wednesday to Saturday, 10:00 PM to 8:00 AM

This vacancy announcement is soliciting interest for the following shift(s):

Sunday to Wednesday, 2:00 PM to 12:00 AM
Wednesday to Saturday, 2:00 PM to 12:00 AM
Sunday to Wednesday, 10:00 PM to 8:00 AM
Wednesday to Saturday, 10:00 PM to 8:00 AM

Selected candidates, however, may be offered any shift in the Electronic Monitoring Section. Shift availability may change after the posting of this position.

When Applying please select ANY shift(s) you would have interest in.

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](#)

FUNCTIONS INCLUDE:

- Manages defendants placed on electronic monitoring by verifying location, ensuring alert resolution in a timely manner.
- Enrolls defendants into tracking software and ensures accuracy of the defendant's contact information and home address and victim's contact information.
- Establishes geozones and monitors defendant movement to comply with the Court's orders.
- Corresponds with defendants on their requests for movement out of inclusion zones.
- Travels to sites across the state to perform installation and retrieval of electronic Monitoring hardware and equipment.
- Troubleshoots, diagnoses, and escalates electronic monitoring hardware and software issues.
- Generates case management notes, monthly progress reports and violation reports related to defendants' non-compliance.
- Contacts and coordinates with law enforcement entities related to defendants' non-compliance.
- Communicates with OSPS staff regarding defendants' status, including location and compliance history.
- Accesses LEADS and other criminal databases to identify prior criminal history of defendants currently on electronic monitoring.
- Attends and testifies at court hearings where the status of defendant's pretrial release or conditions are determined, reviewed or evaluated, modified, or stricken.
- Performs and directs periodic criminal history checks of defendants released from custody pretrial.
- Responds to internal and external inquiries regarding pretrial operations, including the status of pending court cases and conditions of pretrial release.
- Conducts interviews and intakes of pretrial defendants, as requested.
- Ensures protected personal information is only distributed as allowed.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

1. A Bachelor's Degree.
2. Ability to be LEADS certified.
3. A valid Illinois Driver's License and 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 a 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 criminal justice electronic monitoring systems.
4. Master's Degree.

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/cfd666f464473185cddb0a5b7b361>

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