

## Lake County Adult Probation Volunteer

**About Adult Probation:** The Division of Adult Probation Services supports the mission of the Court by reducing offender recidivism in a manner that enhances the fairness and integrity of the Court's decisions, promotes accountability and responsiveness in its enforcement of the Court's orders, and advances public trust and confidence in the justice system. The Division of Adult Probation Services works to provide comprehensive assessments, investigations, reports, expert testimony, professional recommendations and referrals consistent with evidence-based practices. The Division of Adult Probation Services facilitates a continuum of evidence-based interventions, treatment programs, and supervision techniques designed to alter probationers' criminal behavior in order to reduce recidivism and increase compliance with the Court's orders and the conditions of supervision.

**Volunteer Description:** Volunteers will have the opportunity to work within some of the many units at Adult Probation Services, which may include the General Field, Sex Offender, DUI, Compliance, Intensive Probation Supervision, Domestic Violence, Low Risk and Pretrial. *Training will be provided.* This program operates Monday through Friday, from 8:00am to 5:00pm. *Preferably*, volunteers will be available to accommodate Adult Probation's busiest hours, from 8:00am-12:00pm. The Division of Adult Probation Services will attempt to be flexible and work with volunteer schedules.

**Location:** Division of Adult Probation Services, Waukegan, IL

**Hours:** 8:00am-5:00pm

### Time Commitment:

- Volunteers will conduct record checks using CRIMS (Crime Record Information Management System)
- Additionally, volunteers may assist with probation client appointments by gathering basic client information and documentation in the Adult Probation case management system
- Perform other administrative duties, such as completing paperwork, scanning, data entry and more.
- Commit to being a volunteer for at least 6 months.

### Requirements:

- Must possess a valid driver's license
- Must pass a background check
- Must be professional and comfortable working with diverse groups of people
- Must be reliable and consistent
- Possess excellent relational and interpersonal skills
- Adhere to the 19<sup>th</sup> Judicial Circuit's confidentiality policy
- Agree to the terms of the 19<sup>th</sup> Judicial Circuit's communication policy

**To learn more or apply, please contact the College of Lake County Volunteer Coordinator, Cristian Gonzalez, at 847-543-2748 or at [cgonzalez35@clcillinois.edu](mailto:cgonzalez35@clcillinois.edu).**

For more information, visit <https://www.clcillinois.edu/judicialvolunteer>.