

APPLICATION INSTRUCTIONS:

For Probation/Detention Officer:

Submit a cover letter, a résumé, a Sangamon County Court Services Department application (go to www.co.sangamon.il.us, click Departments, click Probation and Court Services, click Employment Application), an unofficial copy of your college transcripts and a copy of your Administrative Office of Illinois Courts Probation/Court Services Employment/Promotion Application (go to www.illinoiscourts.gov, click Documents, click Applications/Forms, click Probation/Court Services Employment/Promotion Application to apply) to Sangamon County Court Services Department, Attention: Julie Durr, Administrative Manager, 200 South Ninth Street, Room 308, and Springfield, IL 62701-1608.

For Administration Support Professional/Data Support Specialist:

Submit a cover letter, a résumé, and a Sangamon County Court Services Department application (go to www.co.sangamon.il.us, click Departments, click Probation and Court Services, click Employment Application) to Sangamon County Court Services Department, Attention: Julie Durr, Administrative Manager, 200 South Ninth Street, Room 308, and Springfield, IL 62701-1608.