

MCLEAN COUNTY, ILLINOIS
Job Classification

Job Title:	Assistant State's Attorney I	JC Code: 1105
Reports To:	Assistant State's Attorney III or IV	
Salary Schedule/Grade:	10	

SUMMARY

Under supervision, performs a variety of professional legal work, applying professional legal principles and practices to a variety of legal assignments in an assigned operational area. Work is performed at the full performance level with applicable professional independence, discretion, judgement, and latitude in researching, preparing, and trying criminal, juvenile, or traffic prosecution, or civil litigation cases for the State's Attorney's Office. Work involves the use of writing, analytical, and communications skills. Assignments may involve planning, overseeing, and directing the activities of legal office support or para-professional legal staff, as needed. Work is reviewed by a professional supervisor or the State's Attorney through conferences, and results obtained.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory job classification, although oversight and direction may be provided to office support or para-professional staff during case preparation process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (May not include all duties performed)

Receives specific case assignments, as assigned; screens cases to determine charges to be filed against defendants; conducts research of related court decisions, gathers evidence through interviewing witnesses, and reviews pertinent legal matters pertaining to cases; prepares legal briefs; meets with defense attorneys; develops strategy, arguments, and testimony; files brief with various courts; prosecutes cases in court showing burden of proof.

Participates in preparing and responding to motions; attends courts for arraignments, probation hearings, pre-trial and post-trial motions and sentencing; ensures legal activities comply with required federal and state guidelines and regulations.

Participates in preparing briefs as Appellants and Appellee in Illinois Courts of Review and in Federal Courts.

Participates in representing the State's Attorney's Office in the adjudication and disposition of juvenile cases; handles the legal aspects of non-support and paternity cases.

Conducts special investigations for Grand Jury presentation, as assigned; prepares and reviews indictments and pertinent information; appears before Grand Jury and Judge.

Serves as counsel to County Board members, officials, and departments in civil matters, as assigned; prepares and reviews ordinances, resolutions, contracts, deeds, and other legal documents; represents county in civil litigation proceedings; prosecutes violations of county ordinances.

Provides legal advice and directs and coordinates investigations by law enforcement agencies in the county, as assigned; prepares and conducts legal training to police agencies, civic groups, and staff.

Oversees and provides guidance and direction to office support or para-legal staff assisting at various stages of preparing a case for trial or hearing.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of the principle and practices of criminal and civil law, with special emphasis as required by the position.

Some knowledge of court procedures and rules of evidence.

Some knowledge of the methodology of legal research.

Skill in effective listening and communicating, problem solving, and team work.

Ability to analyze complex factual situations and to organize, interpret, and apply legal principles to them.

Ability to conduct legal research, prepare appropriate legal documents, and try court cases.

Ability to plan and schedule work in a manner conducive to full performance of the assigned work of the position.

Ability to empathize and work with representative and unrepresentative adversaries or clients.

Ability to understand and follow oral and written instructions and to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, county officials, legal colleagues, and the public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited law school; and some experience (0-1 year) in preparing and trying prosecution cases before the courts within the area of specialization; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed to practice law in the State of Illinois and before the Illinois Supreme Court.

PHYSICAL ATTRIBUTES/DEMANDS

Work requires sitting for long periods of time, standing, walking, bending stooping, climbing stairs, lifting and carrying boxes of case files, and operating computerized equipment.

WORK ENVIRONMENT

The work is routinely performed indoors, in an office or court room environment and involves exposure to normal risks typical to an office setting. Work may expose employee to potentially violent felons.

Established: