

McLEAN COUNTY
Job Classification

Job Title:	Assistant State's Attorney III	JC Code: 1107
Reports To:	Assistant State's Attorney IV or State's Attorney	
Salary Schedule/Grade:	12	

SUMMARY

Under general supervision, oversees, supervises, and coordinates the work of staff attorneys in the felony or civil divisions of the State's Attorney's Office, as well as performing a variety of highly responsible professional legal work, applying professional legal principles and practices to a variety of complex legal assignments in a respective division. Work is performed at the full supervisory performance level with considerable professional independence, discretion, mature judgement, and latitude in carrying out supervisory responsibilities and researching, preparing, and trying felony prosecution, or civil litigation cases for the State's Attorney's Office. Work involves the use of significant writing, analytical, and communications skills, as well as oversight and supervisory skills to accomplish the work of the division. Work is reviewed by the Assistant State's Attorney IV or the State's Attorney through conferences and for results obtained in the efficient direction of the division, and effective legal services provided.

SUPERVISORY RESPONSIBILITIES

This is a supervisory job classification providing supervision and direction to office support, para-professional, and professional legal staff for a respective division.

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

Oversees, supervises, and coordinates the work of staff attorneys in the felony division; conducts charge review of arrests, new felony cases, and probation violation referrals to assess potential division activities and make assignments; works as member of multi-disciplinary team at the Child Advocacy Center; serves as a resource to county law enforcement agencies regarding felony procedures; prepares and conducts legal training for police agencies, civic groups, and legal staff.

Oversees, supervises, and coordinates the work of a staff attorney and office support personnel in the civil divisions; represents the County Board, commissions, departments, and county officials; serves as chief counsel to county Board members, officials, and departments in civil matters; prepares and reviews ordinances, resolutions, contracts, deeds, and other legal documents; represents county in civil litigation proceedings; prosecutes violations of county ordinances; represents all county taxing entities in lawsuits.

Accepts major case assignments; screens cases for assignment; 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 showing burden of proof; files brief with various courts; prosecutes cases in court.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Considerable knowledge of court procedures, rules of evidence, and the methodology of legal research.

Knowledge of the principles and practices of supervision.

Skill in effective listening and communicating, problem solving, and teamwork.

Ability to oversee, supervise, and coordinate the work of staff attorneys and other staff.

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

Ability to conduct complex 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 considerable experience (4-6 years) in preparing and trying cases before the courts within the area of specialization including some experience as a lead or supervisor; 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: