



## **Position Announcement**

**Assistant State's Attorney III**

**Starting Hourly Rate: \$36.1477 - \$41.0683**

**Position Status: Full-Time**

## **Position Summary**

The Assistant State's Attorney III oversees, supervises, and coordinates the work in the felony or civil divisions of the State's Attorney's Office and performs 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.

## **Essential Duties and Responsibilities**

- Oversees, supervises, and coordinates the work in the felony division; conducts charge review of arrests, new felony cases, and probation violation referrals to assess potential division activities and make assignments; 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.
- 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 other related duties as assigned.

## **Knowledge, Skills and Abilities**

- Considerable knowledge of the principles and practices of criminal and civil law, applicable to the position.
- Considerable knowledge of court procedures and trial techniques and rules of evidence.
- Knowledge of the methodology of legal research.
- Knowledge of local government operations, Human Resource related programs, policies and plans, and modern office practices and procedures.
- Knowledge of Microsoft Word, Excel, PowerPoint, and other similar programs.
- Skill in writing and analysis.
- Skill in effective listening and communicating, problem-solving, and teamwork.
- Skills in management and supervision.
- 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.
- Ability to deal properly with confidential and sensitive matters.

### **Required Qualifications**

Requires a Juris Doctor degree from an accredited law school and a minimum of 3 to 5 years of related experience in preparing and trying prosecution cases before the courts within the area of specialization, including some experience as a lead or supervisor, or equivalent combination of education and experience.

### **Physical Attributes/Demands**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Requires the ability to bend, walk, and stand for an extended period. Requires mental acuity including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word and possess close visual acuity.

### **Work Environment**

Work is performed in a relatively safe and secure work environment. May include exposure to potentially violent clients, biological hazards, and infectious diseases.

## **About McLean County Government**

*McLean County is the largest county by land area in the state of Illinois with a population of over 172,000. McLean County Government is a fast-moving and dynamic workplace established to locally administer Illinois State laws and serve the community in a variety of ways throughout our multitude of departments. With a \$97 million operating budget, over 800 employees, and an Aa1 Bond Rating, McLean County Government is positioned to maintain and expand its reputation for excellence in local government.*

*To learn more about all the services McLean County Government provides the community, please visit <https://mcleancountyil.gov/>. A full list of Departments with a description of their function can be located at <https://www.mcleancountyil.gov/8/Departments>.*

## **How to Apply**

*Click “Apply Now” at the top of this post.*

*\*If applying through a third party job board, please fill out an application via McLean County Government’s Job Board located at <https://il-mcleancounty.civicplushrms.com/careers/Jobs.aspx>*

*Confidentiality of your application is maintained upon request.*

***McLean County Government is proud to be an Equal Opportunity Employer.***