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Notice of Job Vacancy

DATE: November 2, 2017

POSITION: *Assistant State's Attorney – Criminal/Felony*

DEPARTMENT: State's Attorney's Office

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: Performs legal work in the State's Attorney's Office as prescribed by law.

DESIRED REQUIREMENTS: Must have license to practice law before Illinois courts and a minimum of two years of trial experience.

TESTING REQUIRED: None

STARTING SALARY: \$ 60,000 - \$70,000 negotiable

APPLICATION PERIODS: Until position is filled

METHOD OF APPLICATION: Mail or email resume and application or apply in person to:

Human Resources Director
Vermilion County Board Office
6 N. Vermilion Street, 3rd Floor
Danville, IL 61832
njboose@vercounty.org

Application available at www.vercounty.org

AA/EOE

Vermilion County Job Description

Job Title: Assistant State's Attorney: Criminal-Felony Division
Department: State's Attorney's Office
Prepared By: State's Attorney
Prepared Date: September 19, 2017

SUMMARY

Under general direction, performs legal work in the State's Attorney's Office as prescribed by law.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Exercises primary responsibility for the preparation, plea negotiation and trial of all types of felony cases of normal complexity.

Exercises primary responsibility for the preparation and presentation of written briefs and oral judgements in all types of felony cases of normal complexity.

Exercises primary responsibility for the preparation and presentation of juvenile cases involving delinquency and minors in need of supervision at the trial and appellate level.

Handles all Department of Children and Family Service cases.

Exercises primary responsibility in the preparation and presentation of mental health act and related proceedings as well as criminal non-support.

Prepares and presents complaints for search warrants in extradition proceedings.

Conducts investigations with local law enforcement officials in criminal cases of normal complexity.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Requires license to practice law before Illinois Courts and a minimum of two to five years litigation experience, and/or minimum two years combined legal experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly required to talk or hear. The employee frequently is required to stand, walk and sit; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

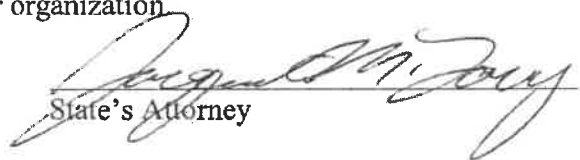
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in the department, agency, or organization.

Date

9.19.2017


State's Attorney