

**County of Grundy – Job Posting
State’s Attorney’s Office**



Date of Posting: February 1, 2021
Applications Accepted Until: Posted until Filled
Job Title: Assistant State’s Attorney
Employee Status: Full-Time, 37.5 hours/week
Rate: \$55,000.00 Annual Salary

POSITION SUMMARY

Under general supervision; performs entry-level professional legal work in the State’s Attorney’s office; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed.

- Reviews and charges misdemeanor and juvenile delinquency and abuse/neglect cases.
- Prepares and tries misdemeanor and traffic cases in various courts.
- Prepares and tries juvenile delinquency and abuse/neglect cases.
- Interviews witnesses, prepares motions and conducts research for future trials.
- Responds to pretrial motions and sentencing.
- Handles legal aspects of support cases.
- Maintains regular attendance and punctuality.

QUALIFICATIONS

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

Knowledge of:

- Principles of criminal law and the methods and practices of pleading
- Judicial procedures and of the rules of evidence
- Principles, methods, materials, practices and references utilized in legal research

Skill in:

- Analyzing, appraising and organizing facts, evidence and precedents to ascertain the determining aspects of cases and present such material in a clear and logical form

- Presenting and arguing cases in court
- Efficiently reacting and responding to unanticipated problems, questions and issues

Ability to:

- Establish and maintain effective working relationships
- Carry out instructions furnished in writing, oral or diagram form, and to produce desired outcomes timely and completely.
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND/OR EXPERIENCE

Completion of a Juris Doctorate degree and two (2) years' experience of relevant legal experience, which may be a law clerk; or an equivalent combination of training and experience. Successfully complete the Illinois State Bar exam and be a member in good standing.

PHYSICAL REQUIREMENTS

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

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and completed application for employment to jhelland@grundyco.org or mail to the Grundy County State's Attorney's Office, Attn: Jason Helland, 111 E. Washington Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).