

**County of Grundy -Job Posting
State's Attorney**



Job Title: Receptionist/Legal Secretary
Applications Accepted Until: Posted until Filled
Department: State's Attorney
Reports to: State's Attorney
FLSA Status: Full Time, 40 hours/week, Non-Exempt
Rate of Pay: \$13.50 - \$15.00

SUMMARY

Answers phones and assists the public at the front counter. Prepares correspondence and legal papers such as summonses, complaints, motions, responses, subpoenas, warrants under the supervision of an attorney.

Primary Duties and Responsibilities:

Misdemeanor cases – Log in all misdemeanor reports; prepare misdemeanor information's and opens files; prepares Notices and Subpoenas to all victims, witnesses and officers for Bench Trials, Jury Trials and Sentencing hearing. Prepares summons, writs, warrants and various motions to defendants. Prepares and sends discovery (which includes watching all body cams, dispatch calls and any other audio or video related to crime) to private attorneys, public defender or defendant on all cases.

Petitions to Revoke – Prepare paperwork for all misdemeanor, request certified copies and generate all witness notices for hearings.

Deceptive Practice - Sends initial letter to defendant regarding bad check. Prepares information and summons to defendant when charged.

Ordinance Violations/Animal Control – Prepare and send notices and/or summons for animal control ordinance violations.

Drug Court – Maintains and files Drug Court records for each defendant.

Files – Maintains filing system of open cases. Maintains filing system for closed cases. Files cases away when done in court.

Warrants – Prepare warrants for all misdemeanor cases. Maintains filing system of all (felony, misdemeanor, DUI, etc.) open warrants and returned warrants.

Incoming Police Reports – Starts a database of all misdemeanor Police Reports; gives reports to the appropriate Assistant State’s Attorney; tracks where the reports are in the system and maintains a filing system of all the Do Not File reports.

Attorneys – Assist in court as needed, keeps a calendar of trial dates for each Attorney and any tasks the Attorneys need.

Abstracts – Certified to run abstract through the State.

Other Duties:

- Answer the phones (answer any questions or send on to the appropriate person)
- Assist at the front counter.
- Open and distribute mail.
- Miscellaneous filing.

Education and Qualifications:

- 2 year college preferred
- High School Diploma
- 1 to 3 years experience working in an attorney’s office, ideally dealing with criminal matters
- Proficient in Microsoft Office (with an emphasis on Word)

Supervisory Responsibilities:

None

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).