



Position Posting

Assistant State's Attorney's Criminal Bureau

Position description: Under general supervision, performs professional legal work within the Winnebago County State's Attorney's Office in various units including Misdemeanor, DUI, Traffic, Juvenile, Civil, Domestic Violence, Drug Unit and Felony. All other duties as assigned.

Position hours: Our current office hours of operation are Monday – Friday from 8:00-5:00. Please note, Assistant State's Attorneys are exempt employees which require working the number of hours necessary to fulfill the responsibilities of the position. If there are any modifications to these hours advance notice will be provided.

Individuals interested in applying for an Assistant State's Attorney position in our Criminal Bureau should provide a cover letter, resume, references (with email addresses), a writing sample and salary requirements. These documents will be accepted until end of day on Friday, September 14, 2017.

Please submit to required documents to:

Stephanie Bahling
Chief of Operations
400 W. State St Suite 619
Rockford, IL 61101
sbahling@wincoil.us

Upon receipt resumes will be reviewed by our interview committee and interviews will set up accordingly.

Winnebago County State's Attorney's Office



J O B D E S C R I P T I O N

TITLE:	ASSISTANT STATE'S ATTORNEY		
DEPARTMENT:	State's Attorney's Office		
REPORTS TO:	State's Attorney		
STATUS:	Exempt	SUPERVISES:	No
EMPLOYMENT:	Regular Full Time	REG. HOURS:	40.0 per week Salary

POSITION SUMMARY:

Under general supervision, performs professional legal work within the Winnebago County State's Attorney's Office in various units including Pre-Trial, Misdemeanor, DUI, Traffic, Juvenile, Civil, Domestic Violence and Felony.

EDUCATION/EXPERIENCE:

Assistant State's Attorney's must possess a law degree. Previous experience preferred but not required.

KNOWLEDGE, SKILLS & ABILITIES:

- **Qualifications:** To perform this job successfully, an individual must be able to perform each primary job duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill and/or ability required.
- **Language Skills:** Ability to read, analyze and interpret the law, police and expert reports. Ability to respond to common inquiries or complaints from general public, social service and government agencies, judges, and other attorneys. Ability to write speeches and articles using original or innovative techniques and styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to judges, jurors, public groups and other attorneys.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Organizational Skills:** Ability to prepare required filings in a timely manner.
- **Technological Skills:** Ability to utilize various forms of computer software for drafting legal documents as well as in court presentations such as Microsoft Word, Power Point etc.
- **Communication Skills:** Maintain open communication with supervisor and co-workers. Respond promptly to email, voice mail and other requested communication.
- **Licenses:** Must be licensed to practice law in the state of Illinois.

CHARACTERISTICS UNIQUE TO THIS POSITION:

Ability to switch focus often to meet the immediate needs of the caseload assigned. Willingness to work in all units within the State's Attorney's Office. Willingness to assist other attorneys and staff as needed.

ESSENTIAL JOB FUNCTIONS:

1. Reviews police reports to determine criminal charges, secures additional information from law enforcement personnel when necessary. Must determine appropriate criminal charges by applying the facts of the case to the law.
2. Performs or directs prosecution within any unit of the office. May deal with litigation in other specialized areas of law.
3. Performs pre-trial planning, gathers and analyzes evidence and police reports. Secures and coordinates witnesses and prepares them for court. Prepares trials and motions which would include research regarding issues before the court. Develops trial strategies and prepares for pre- and post-trial motions, subpoenas and other legal documents. Prepares for post conviction sentencing as well as prepares Pen Statements.
4. Engages in pre-trial negotiations, when appropriate in order to dispose of cases prior to the trial date and reduce the court docket and expenditures and reach a just result for the victim and the People of the State of Illinois.
5. Represents the interest of the County in all stages of civil litigation.

Winnebago County State's Attorney's Office



6. Meets regularly with and works extensively with a variety of government, social service and law enforcement organizations and special committees. Works with victim service providers to ensure compliance with the law.
7. Attends conference or seminars as needed ensuring MCLE credit hours are fulfilled.
8. Performs all other duties as assigned.

PHYSICAL SPECIFICATIONS:

JOB DEMAND	CHECK IF APPLY	PERCENT OF TIME	OTHER JOB INFORMATION
Standing	<input checked="" type="checkbox"/>	30%	
Walking	<input checked="" type="checkbox"/>	30%	
Sitting	<input checked="" type="checkbox"/>	40%	
Lifting	<input checked="" type="checkbox"/>	%	Maximum Weight lbs. as needed
Carrying	<input checked="" type="checkbox"/>	%	Maximum Weight lbs. as needed
Pushing	<input checked="" type="checkbox"/>	%	Maximum Weight lbs. as needed
Pulling	<input checked="" type="checkbox"/>	%	Maximum Weight lbs. as needed
Driving	<input checked="" type="checkbox"/>	%	
Balancing	<input type="checkbox"/>	%	
Stooping	<input type="checkbox"/>	%	
Kneeling	<input type="checkbox"/>	%	
Crouching	<input type="checkbox"/>	%	
Crawling	<input type="checkbox"/>	%	
Reaching	<input type="checkbox"/>	%	
Handling	<input type="checkbox"/>	%	

AUDIO/VISUAL

JOB DEMAND	CHECK IF APPLY
Sight	<input checked="" type="checkbox"/>
Color Vision	<input type="checkbox"/>
Near Vision	<input checked="" type="checkbox"/>
Far Vision	<input checked="" type="checkbox"/>
Depth Perception	<input type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>

EXPOSURE SPECIFICATIONS:

JOB DEMAND	CHECK IF APPLY
Organic Solvents, Ink	<input type="checkbox"/>
Noise	<input type="checkbox"/>
Work at Rapid Pace	<input checked="" type="checkbox"/>
Temperature Variance	<input type="checkbox"/>
Solitary Work	<input checked="" type="checkbox"/>
Poor Ventilation	<input type="checkbox"/>
Toxic Conditions	<input type="checkbox"/>
Dangerous/Moving Machinery	<input type="checkbox"/>

OTHER:

ISSUE:	CHECK IF APPLY	DESCRIBE
Access to CONFIDENTIAL information	<input checked="" type="checkbox"/>	
Access to Evidence	<input checked="" type="checkbox"/>	Guns, drugs, money, other miscellaneous evidence
Ability to communicate fluently in English	<input checked="" type="checkbox"/>	Primary language is English, Spanish helpful but not required.

Disclaimer: The above information indicates the general nature and level of work performed by employees within this classification. It is not a comprehensive inventory of duties and/or responsibilities.