



## JOB POSTING

**Posting Open:** 12-28-2020 **Close:** Until filled  
**Department:** State's Attorney's Office  
**Job Classification:** Assistant State's Attorney, Criminal Division  
**Position Availability:** Until filled **Years of Experience:** 0-3 years  
**Salary Range:** \$57,596.07 - \$64,972.63 annually

The Rock Island County State's Attorney's Office is seeking an energetic attorney for the position of Assistant State's Attorney for our Criminal Division. Duties include meeting with law enforcement officials, filing charges or revocation petitions, negotiating and/or prosecuting traffic, misdemeanor and felony cases, handling arraignments, pretrial motions, hearings, trials, and other related appearances, working as part of a specialty court milieu such as Drug or Mental Health Court, and other duties as assigned. Position is eligible for International Union of Operating Engineers Local 150 representation. Candidate must be licensed in the State of Illinois. Some weekend and/or holiday court rotating coverage and on-call duties required. See attached job description for additional information.

Candidate must have 3-8 years experience practicing law. Trial experience preferred.

Benefits include:

- Paid training to go toward fulfillment of Continuing Legal Education
- Paid ARDC dues
- Many paid holidays, vacation and sick leave
- Health, optical, dental and life insurance
- Illinois Municipal Retirement Fund pension
- Deferred Compensation Program

Application packets are to include a completed Rock Island County employment application (available at <http://www.rockislandcounty.org/Jobs/>), cover letter, resume, and writing sample, and may be submitted via email with subject line "Application for Criminal Division Assistant State's Attorney" to:

LeAnn Ziegenhorn, Office Manager  
Rock Island County State's Attorney's Office  
1317 - 3<sup>rd</sup> Avenue, 2<sup>nd</sup> Floor  
Rock Island, IL 61201  
[ziegenhornl@co.rock-island.il.us](mailto:ziegenhornl@co.rock-island.il.us)

# Rock Island County

## Job Description

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**TITLE:** Assistant State's Attorney  
**DEPARTMENT:** State's Attorney's Office  
**SUPERVISOR:** State's Attorney  
**FLSA:** Non-Exempt  
**EMPLOYMENT STATUS:** Represented Employee – IUOE Local 150  
**CLASSIFICATION:** Assistant State's Attorney

**SUMMARY:** Works proactively under general guidance of the Rock Island County State's Attorney within the State's Attorney Office. The primary function of this position includes but is not limited to acting on behalf of the State of Illinois in criminal prosecutions through the State's Attorney.

### **ESSENTIAL JOB FUNCTIONS:**

- Duties as defined in 55 ILCS 5/3-9006 and 55 ILCS 5/3-9008.
- Performs and is responsible for general criminal prosecution of felony, misdemeanor, juvenile delinquency, conservation and other types of cases.
- Reviews police reports and determines criminal charges for arrest and non-arrest criminal cases daily, secures additional information from law enforcement personnel when required, prepares felony cases for preliminary hearing or Grand Jury indictment and schedules trials.
- Formulates trial strategy, determines sentence sought, conducts plea negotiations, investigates case data and researches applicable case law.
- Secures and interviews witnesses to ascertain facts in case. Secures expert testimony, prepares witnesses for trial, assembles case files, attends pre-trial hearings and files or responds to pretrial motions.
- Communicates information on case status to all involved parties such as defense attorneys, police officials and victims.
- Prepares and responds to post-trial motions and represents the County at sentencing hearings
- Performs responsible functions in the areas of court case litigation and/or legal research.
- Meets regularly and works with a wide variety of staff including defense attorneys, witnesses, judges, law enforcement officers and others.
- Develops expertise in areas of law mandated to the office. Maintains awareness of changes in State, Federal and Local laws by performing research and pursues continuing education.
- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Weekend and/or holiday court rotating coverage and on-call duties required.
- Upon request of the State's Attorney provides analyses and documentation regarding a risk management.
- Each Rock Island County employee is responsible to engage in periodic activities that include, but are not limited to: (a) County-wide risk management/safety training session, and (b) departmental educational training, and/or (c) evaluation/physical improvement of departmental physical assets that prevents, reduces, or corrects safety hazards.
- Other duties as required and/or assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to read, analyze, and interpret legal documents and interpretations. Ability to respond to common inquiries or complaints from the general public, social service and government agencies, judges and other attorneys. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to judges, public groups and other attorneys.

Ability to deal with fast paced highly stressful situations with evolving facts. Ability to effectively deal with difficult constituents, clients or defendants exposed to stressful situations.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Candidate must have knowledge of laws, court procedures, precedents, government regulations, executive orders, and agency rules. Must have legal research experience and exposure to jury trial preparation and litigation work.

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

Ability to work in an environment that is usually quiet to moderate in noise.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

- To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.
- Juris Doctorate from an accredited ABA Law School
- Licensed to practice law in Illinois and be in good standing
- Trial experience preferred

REV. 7/2020

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.