



# Rock Island County

## JOB POSTING

**Posting Open:** 10/4/2021

**Posting Close:** Until Filled

**Department:** Public Defender's Office

**Job Classification:** Assistant Public Defender

**Position Availability:** Until Filled

**Years of Experience:** 3-5 years

**Salary Range:** \$64,972.63-\$69,607.20 annually

The Rock Island County Public Defender's Office is seeking an energetic attorney for the position of Assistant Public Defender. Applicants must evidence a strong interest in protecting the rights and liberties of indigent persons to whom this office is assigned. An ideal candidate would have strong client-service skills, experience working with a diverse clientele, the ability to function in a fast-paced environment, and represent indigent clients in a professional manner. Candidates should have a positive attitude, good research & writing skills, and be willing to work both individually and within a tight-knit team. Duties include handling felony, misdemeanor, and traffic cases from pre-trial through trial and other duties as assigned. Candidate must be licensed in the State of Illinois. See attached job description for additional information. Candidate must have 3-5 years experience practicing law. Criminal law and trial experience preferred.

**Benefits include:**

- Paid training towards 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

Interested persons should submit a resume, cover letter, and a letter of good standing from the Illinois ARDC, by mail, fax, or email to:

Rock Island County Public Defender's Office

1504 3rd Avenue, 2nd Floor

Rock Island, IL 61201

Facsimile: (309) 786-9479

Email: [rklein@co.rock-island.il.us](mailto:rklein@co.rock-island.il.us)

## Essential Job Duties:

---

- Responsible for representing clients in criminal felony, misdemeanor, and traffic cases.
- Reviews discovery including police reports, videos, photographs, etc..
- Meets with in custody and out of custody clients and collects information & discusses cases and options.
- Formulates trial strategy, conducts plea negotiations, researches applicable case law.
- Secures any expert witnesses, witnesses for trial, assembles case files, attends pre-trial court appearances, and files or responds to pretrial motions.
- Communicates information on case status to all involved parties such as clients and prosecutors.
- Represents clients at sentencing hearings and prepares and files appropriate post trial motions.
- Performs legal research.
- 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 is required periodically.
- Rock Island County employees are responsible to engage in periodic activities that include, but are not limited to: (a) County-wide risk management/safety training sessions, (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 deal with fast paced and highly stressful situations. Ability to handle a large caseload. Ability to deal with clients exposed to stressful situations. Ability to problem solve. Ability to perform basic mathematics and interpret scientific reports.

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

This job occasionally requires individuals 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 items up to 25 pounds. Vision abilities required include close vision, distance vision and color vision. This job also requires the ability to work in an environment that is quiet to moderate in noise.

**Minimum Qualification Requirements:**

- Must be able to perform the essential job duties satisfactorily
- Juris doctorate from an accredited ABA Law School
- Licensed to practice law in Illinois
- Be in good standing to practice law
- Trial experience preferred

\*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.