



**JOB POSTING**

**Posting Open: 03/16/2020**

**Closed: 03/25/2020**

**Department: Public Defender**

**Union: AFSCME 2025A**

**Job Classification: Investigator & Evidence Coordinator**

**JOB CLASSIFICATIONS:**

**See Attachment**

**Grade: 16**

**Salary: \$14.81/hr.**

**Hours: 40 hours per week**

**Please submit resume, completed application to:**

**Rock Island County Public Defender**

**Attn: Matt Durbin**

**1504 3<sup>rd</sup> Avenue**

**Rock Island, IL 61201**

**[mdurbin@co.rock-island.il.us](mailto:mdurbin@co.rock-island.il.us)**

**Or fax to (309) 786-9479**

**ROCK ISLAND COUNTY PUBLIC DEFENDER'S OFFICE**  
**NOTICE OF VACANCY**

**CLASSIFICATION SPECIFICATION**  
**GRADE 16**

**TITLE:        INVESTIGATOR & EVIDENCE COORDINATOR**

*Position Reports To:*            Public Defender

*Executive Summary:* Under general supervision performs specialized tasks assigned by the department head. The position will require the employee to be knowledgeable of commonly used legal, investigative and computer concepts, practices and procedures within the Public Defender's Office. Institutes pre-established guidelines to perform the functions of the position.

*Organizational Relationships:*

Provides support to the Public Defender and Assistant Public Defenders. In the absence of the Public Defender or the First Assistant Public Defender, works proactively with the public, staff attorneys and other County personnel to assure successful performance of assigned position duties and responsibilities of the Public Defender's Office.

*Position Responsibilities:*

Downloads, identifies, classifies and distributes electronic discovery delivered from the State's Attorney's Office, policing agencies or any other source to the Public Defender's Office. This includes identifying viable downloadable electronic discovery material, downloading the material and assigning an electronic filing tag for immediate retrieval by the assigned attorney or any attorney seeking to access the discovery material.

The position requires a written notice that the discovery has been downloaded is provided to the assigned attorney for his or her review to complete trial preparation. This will require written and verbal communication skills with attorneys working within the office as well as communication skills with the source of the material to alleviate any errors in the transmission process and to work to resolve technological issues.

All electronic written settlement offers and written documentary evidence (i.e. police reports, witness statements, lab reports, medical records, etc.) shall be printed and placed in the appropriate files for attorney review with the attorney given notice that the material is available.

Interviews and/or assists with interviews of clients, witnesses or parties to any specific case as assigned by the Public Defender or the Assistant Public Defenders.

Serve subpoenas, explore defense strategies at the behest of the assigned attorney, conduct investigations and other duties as assigned by the Public Defender. Interact with law enforcement and community members to secure certain evidence from time to time, preserving the same for trial. Responsible for typing investigative reports and relaying findings to the assigned attorney in the form of an investigative memorandum. Take photos, make measurements and relay data to the assigned attorney during all aspects of the investigation. All communications must be made in clear and concise language and without ambiguity in writing unless otherwise specified by the attorneys.

Testifying in court, assisting attorneys in trial preparations as well as with evidentiary presentations at trial will be necessary from time to time.

Assisting with various other office duties as assigned.

***Accountability:***

Timeliness, accuracy and confidentiality of information are essential to the position.

Knowledge of computer programs and systems proprietary to the Court System is necessary including, but not limited to: MS WORD®, MS EXCEL®, PC JIMS, OUTLOOK® and other software as it is developed or implemented in the office as technologies evolve. Knowledge of investigative techniques and report writing skills learned or gleaned from prior government service as a law enforcement officer, corrections officer or during military service is mandatory.

Knowledge of and compliance with County, State and Court policies and procedures is necessary.

***Mental and Physical Requirements:***

*This work may require the following:* Climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work to be performed may be indoors or outdoors. Weather conditions may vary and investigations may take place in rough terrain.

***Minimum Qualification Requirements:***

Experience: Minimum of five (5) years experience in general clerical office work, including computer word processing and being adept with the software mentioned above.

Knowledge of commonly used concepts, practices, and procedures within the Public Defender's Office or similar legal offices; knowledge of standard investigative and reporting concepts, practices and procedures in law enforcement is essential.

Law enforcement background or service in the United States Military branches including: Army, Navy, Air Force, Space Force, Marine Corp or Coast Guard is preferred with specific skill-sets in investigations or military police practices.

Education: Bachelor's Degree (strongly preferred); Paralegal Training or advanced law enforcement training/certificate (desired).

Associates Degree in Legal/Law Enforcement or related field may be acceptable (equivalent work experience within the legal field of criminal investigations will be considered in lieu of a Bachelor's Degree)

The ability to speak Spanish (desired).