



JOB POSTING

Posting Open: October 27, 2021 **Close:** Until Filled
Department: State's Attorney's Office
Job Classification: Criminal Paralegal **Grade:** 24
Position Availability: ASAP
Pay Range: \$21.89/hr (\$45,531.20/annually)

Applicants may submit a cover letter, resume and completed application to:

**LeAnn Ziegenhorn, Office Administrator
Rock Island County State's Attorney's Office
1317 3rd Ave.-2nd Floor
Rock Island, IL 61201
statesattorneysoffice@co.rock-island.il.us**

Rock Island County Job Description

TITLE:	Criminal Paralegal
DEPARTMENT:	State's Attorney's Office
SUPERVISOR:	Office Manager
FLSA:	Non-Exempt
EMPLOYMENT STATUS:	Represented Employee – AFSCME 2025A
CLASSIFICATION:	Grade 24

SUMMARY: Works proactively under the supervision of the Office Manager and general guidance of the Rock Island County State's Attorney within the State's Attorney's Office. Primary function(s) of this position include but are not limited to: Working with criminal and juvenile cases, and coordinating within the State's Attorney's Office as well as with law enforcement and corrections agencies, other governmental offices, and defense attorneys. Position requires the ability to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Generates court schedule lists with regularity; monitors case flow; organizes and prepares files for court; coordinates with law enforcement, corrections facilities, defense attorneys and other court-related offices or departments.
- Uses a variety of case management databases and software packages to enter information and/or to make inquiries; uses PC JIMS Prosecutor to enter data and generate charging instruments as directed; runs LEADS / NCIC inquiries on defendants charged with a felony offense for prosecuting attorneys; runs defendant driving abstracts as necessary; and uses Microsoft Office suite daily.
- Sends case status updates and correspondence.
- May assist in coordinating extradition matters.
- Serves as sworn Special Deputy for subpoena service including service on matters overseen by the Civil Division.
- Must work weekend court / holiday schedule as scheduled to assist assigned prosecutor in generating criminal charges on in-custody defendants.
- 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.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Maintain effective communication and working relationships with other employees and the public; communicate with, and respond pleasantly to, a demanding and diverse public; ability to communicate clearly, both orally and in writing.
- Ability to coordinate multiple projects and activities simultaneously.
- Work within the criminal justice network and coordinate amongst victims, law enforcement, prosecutors, defense attorneys, and judges.
- Be eligible for approval by 911 Consortium/PISTOLS network, Illinois State Police, Secretary of State and other networks deemed necessary to access their databases for information.
- Make objective decisions.
- Work independently with minimal supervision.
- Prioritize work tasks and meet deadlines.
- Follow complex oral and written instructions.
- Work some weekends and after-hours.

Knowledge of:

- Working knowledge of the criminal justice system and criminal court process.
- Working knowledge of State's Attorney's Office practices, policies and procedures.
- Working knowledge of customary Paralegal practices.

Skills:

- Must be able to communicate with the public and other employees in a professional manner; must possess strong written and verbal communication skills.
- Operation of office equipment including computer, multifunction devices, scanners, copy, fax and adding machines.
- Proficiency in use of software applications essential to the functioning of the criminal justice process and county administration in Rock Island County (PISTOLS, PVE, PCJIMS, LEADS, Illinois Secretary of State driver's record portal, Microsoft Office suite with emphasis on Word and Excel, and other software programs and systems as needed).
- Must be able to make LEADS criminal history inquiries after becoming LEADS-certified; must be able to perform driver's abstract inquiries via Illinois Secretary of State records portal.
- Critical thinking using logic and analysis to evaluate options to various situations.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

- Paralegal certificate, Associate's degree in Paralegal Studies, Criminal Justice or related field from an accredited college; or an equivalent combination of training and experience. Bachelor's degree in related field desired.

Experience:

- Three (3) years' experience within the criminal justice field or related field required.

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.