



JOB POSTING

Posting Open: October 25, 2021 **Close:** Until Filled

Department: State's Attorney's Office

Job Classification: Legal Assistant I **Grade:** 17

Position Availability: ASAP

Pay Range: \$15.83/hr (\$32,926.40/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:	Legal Assistant I
DEPARTMENT:	State's Attorney's Office
SUPERVISOR:	Executive Legal Assistant
FLSA:	Non-Exempt
EMPLOYMENT STATUS:	Represented Employee – AFSCME 2025A
CLASSIFICATION:	Legal Assistant I – Grade 17

SUMMARY: Works proactively under guidance of assigned prosecutors and under the supervision of the Executive Legal Assistant within the State's Attorney's Office. A primary function(s) of this position includes, but is not limited to: varied clerical duties in the operation of the Rock Island County State's Attorney's Office. Position requires independent judgment in the performance of clerical tasks and the ability to learn new tasks, software and equipment by training on the job. The employee receives continuing or individual assignments by the supervisor generally indicating work to be done, limitations, quality and quantity expected, deadlines and priority of assignments.

ESSENTIAL JOB FUNCTIONS:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Acts as an assistant to a group of designated staff members.
- Carries out general clerical duties including answering the telephone and taking messages; maintaining multiple appointment calendars; sending and replying to emails; sending and receiving faxes; drafting, typing, proofreading, copying, and scanning a variety of documents; filing and recording keeping; imaging documents; transcription; sorting mail; and filing legal documents with the Circuit Clerk.
- Uses a variety of case management databases and software packages to enter information and/or to make inquiries; uses Tracker to enter data and generate charging instruments as directed; runs LEADS / NCIC inquiries on defendants charged with a felony offense for prosecuting attorneys; runs driving abstracts as necessary; and uses Microsoft Office suite daily.
- Speaks with the public and provides information requiring knowledge of the court process, and departmental policies and procedures.
- Receives inquiries for matters addressed by the Civil Division and routes appropriately.
- 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 coordinate multiple projects and activities simultaneously.
- Carry out general office and clerical procedures.
- Be eligible for approval by 911 Consortium/PISTOLS network, Illinois State Police, Illinois Secretary of State and other networks deemed necessary to access their databases for information.
- Prioritize work tasks and meet deadlines.
- Follow oral and written instructions.

Knowledge of:

- Modern office practices and procedures.
- Working knowledge of State's Attorney's Office practices, policies and procedures

Skills:

- Must be able to communicate with the public and other county employees in a pleasant and professional manner.
- Typing with reasonable speed and accuracy as departmental needs dictate; transcribing notes, dictation or minutes with reasonable speed and accuracy.
- Ability to take accurate minutes and notes.
- Operation of office equipment including computer, multifunction devices, scanners, copy and fax machines.
- Proficiency in use of software applications essential to the functioning of the criminal justice process and county administration in Rock Island County (PCJIMS, LEADS, Illinois Secretary of State driver's record portal, Microsoft Office suite with emphasis on Word and Excel, and other office 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.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

- High school diploma, GED or other certificate of competency required.

Experience:

- One (1) year of responsible clerical and secretarial work; or any equivalent combination of training and experience which provides the required knowledge, abilities and skills.

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.