



## JOB POSTING

**Posting Open:** 02-07-2020 **Close:** Until filled

**Department:** State's Attorney's Office

**Job Classification:** Assistant State's Attorney, Criminal Division

**Position Availability:** March 2020 **Years of Experience:** 0 - 5 years

**Salary Range:** \$56,466.74 - \$68,242.85 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 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 0-5 years experience practicing law.

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:

Rebecca Bernard, 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  
[bernardb@co.rock-island.il.us](mailto:bernardb@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.
- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- 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.

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

Candidate must have knowledge of laws, court procedures, precedents, government regulations, executive orders, and agency rules.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

- Juris Doctorate
- Licensed to practice law in Illinois and in good standing

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.