



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

County Administration Building 201 N. Vermilion Danville, IL 61832
Phone: (217) 554-6005 Fax: (217) 554-6010 e-mail: njboose@vercounty.org

NOTICE OF JOB VACANCY

**** UPDATED ****

- DATE:** August 17, 2022
- POSITION:** *Assistant Public Defender*
- DEPARTMENT:** Public Defender's Office
- TERMS OF EMPLOYMENT:** Full-time
- BARGAINING UNIT:** Excluded
- BASIC FUNCTION:** Assist the Public Defender in professional legal work defending the indigent persons accused of crimes.
- DESIRED REQUIREMENTS:** Must be licensed to practice law before Illinois Courts. Requires extensive knowledge of local, state and federal laws, and knowledge of judicial procedures. Prior criminal trial experience preferred.
- STARTING SALARY:** \$54,000 - \$56,000
- APPLICATION PERIODS:** August 17, 2022 - until position is filled
- METHOD OF APPLICATION:** Apply in person or send resume and application to:

Human Resources
Vermilion County Board Office
201 N. Vermilion Street, Rm 220
Danville, IL 61832
njboose@vercounty.org

Application available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.

POSITION CLASSIFICATION DESCRIPTION

**ASSISTANT PUBLIC DEFENDER
PUBLIC DEFENDER**

**BARGAINING UNIT- Excluded
Classification-AI**

DISTINGUISHING FEATURES OF WORK:

Under general direction, assist the Public Defender in professional legal work with the cases of indigent person accused of crimes.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Represents the Public Defender's Office in routine pre-trial felony appearances, criminal misdemeanor cases, traffic cases and juvenile cases.
2. Completely prepares and defends all types and kinds of misdemeanor and traffic offenses.
3. Exercises administrative responsibility under general supervision and exchanges information with social service agencies and the judiciary concerning the docketing of all criminal misdemeanor and traffic cases.
4. Under the direct supervision of a more experienced Defender, participates in all types of criminal felony defenses and juvenile proceedings; including legal research, representation of the defendant at pre-trial hearings, preparation for trial, and the trial.
5. Under the direct supervision of a more experienced Defender, participates in the preparation of written briefs and oral arguments in criminal felony and juvenile proceedings.

DESIRABLE REQUIREMENTS:

- **Education and Experience**
Requires License to practice law in Illinois.
- **Knowledge, Skills and Abilities**
 1. Requires extensive knowledge of local, state and federal laws.
 2. Requires extensive knowledge of judicial and quasi-judicial procedures and of the rules of evidence, hearings, and trial procedures.

3. Requires skill in analyzing, appraising and organizing facts, evidence, and precedent and in presenting such material in a clear and logical form of oral or written presentation of briefs, orders, reports, or evidence.
4. Requires ability to maintain working relationships with other attorneys, law enforcement officials, judges, and the public

In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in this department.

Date: 7/21/21

Michael T. Mara
Public Defender,
Vermilion County