



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

County Administration Building 201 N. Vermilion Danville, IL 61832
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Notice of Job Vacancy

DATE: September 28, 2021

POSITION: *Assistant State's Attorney*

DEPARTMENT: State's Attorney's Office

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: Performs legal work in the State's Attorney's Office as prescribed by law.

DESIRED REQUIREMENTS: Must have license to practice law before Illinois courts and a minimum of two years of trial experience.

TESTING REQUIRED: None

STARTING SALARY: Commensurate with experience

APPLICATION PERIODS: Until position is filled

METHOD OF APPLICATION: Mail or email resume and application or apply in person to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Application available at www.vercounty.org

EEOP Utilization Report available for public viewing at www.vercounty.org

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

AA/EOE

**Vermilion County
Job Description**

Job Title: Assistant State's Attorney
Department: State's Attorney's Office
Prepared By: State's Attorney

SUMMARY

Under general direction, performs legal attorney work in the State's Attorney's Office as prescribed by law.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Exercises primary responsibility for the preparation, plea negotiation and trial of all types of criminal cases of normal complexity.

Exercises primary responsibility for the preparation and presentation of written briefs and oral judgements in all types of criminal cases of normal complexity.

Prepares and presents complaints for arrest /search warrants in criminal cases.

Prepare charges in criminal cases of normal complexity.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Requires license to practice law before Illinois Courts.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations. Effective jury trial experience.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc..) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly required to talk or hear. The employee frequently is required to stand, walk and sit; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

9/27/2021

Date

Augustine M. Gray
State's Attorney