



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

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## **Notice of Job Vacancy**

**DATE:** December 9, 2022

**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.

**TESTING REQUIRED:** None

**STARTING SALARY:** \$55,000

**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, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Application available at [www.vercounty.org](http://www.vercounty.org)

EEOP Utilization Report available for public viewing at [www.vercounty.org](http://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 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 of jury and bench trials, motion practice and plea negotiations in all types of felony cases of normal to advanced complexity. Works cooperatively with victim advocates and with law enforcement in criminal prosecutions including preparing search warrants.

**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 on controversial or complex topics to top management, public groups and/or boards of directors.

**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.

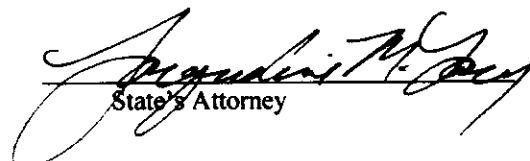
**WORK ENVIRONMENT:**

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.

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

12-6-2020  
Date

  
State's Attorney