



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

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NOTICE OF JOB VACANCY

DATE: November 3, 2023

POSITION: *Paralegal*

DEPARTMENT: State's Attorney's Office

TERMS OF EMPLOYMENT: Full-time

BASIC FUNCTION: Performs legal research including managing some aspects of the criminal prosecution as applied to individual cases working with prosecutors, victims, and witnesses. Supervises all aspects of expungements and FOIA working with prosecutors and County Officials.

DESIRED REQUIREMENTS: Bachelor's degree in Paralegal studies preferred; Associate degree or certification in addition to one to two years related experience and/or training; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

STARTING SALARY: \$50,000 - \$65,000 Commensurate with experience

APPLICATION PERIODS: November 3-9, 2023 (Internal)
November 13, 2023 - until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

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

Applications available on-line at www.vercounty.org
EEO 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.

Vermilion County Job Description

Job Title: Paralegal
Department: State's Attorney's Office
Reports To: State's Attorney
Prepared Date: October 20, 2023

SUMMARY

Under general direction of the State's Attorney, performs legal research including managing some aspects of the criminal prosecution as applied to individual cases. Discussing cases with prosecutors, victims, and witness including interviews in addition to document preparation and review. Supervises all aspects of expungements and FOIA working with prosecutors and County Officials.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Paralegal Studies preferred, Associates degree, or certificate, in addition to one to two years related experience and/or training; or equivalent combination of education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Legal research, document preparation and case file organization.

Assists prosecutors with complex litigation, fact checking, and jury trial consulting.

Recommends implements and documents efficient procedures, methods and systems for more effective control, and operations of case management.

May be assigned responsibilities for special projects, studies, programs, services or operations pertinent to the needs of the office.

Supervises and/or assists in the monthly Grand Jury responsibilities to ensure proper coordination between prosecutors and officers for presentation to the Grand Jury.

Performs other duties as assigned or required by the State's Attorney.

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.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 is regularly required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and 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 an accurate description of the duties and functions of the stated position in the department, agency, or organization.

Date

State's Attorney