

Job Description



Job Title Senior Assistant State's Attorney
Spec Code 2154
Department State's Attorney

Summary

Under direction, performs work of considerable difficulty in advanced legal work in the State's Attorney's Office. This is a responsible legal position involving the independent performance of difficult legal assignments. Employees in this class are fully qualified professional attorneys capable of applying the techniques of the legal profession to any case assigned. Work is performed under the professional direction of the Division Chief. Work is performed with a minimum amount of instruction and guidance.

Essential Functions

Include the following.

- Conducts bond hearings.
- Takes direction from supervisors.
- Organizes juvenile caseloads
- Tries juvenile cases and handles motions
- Conducts research on juvenile cases, drug cases and cases involving charging decisions.
- Tries drug jury and bench trials.
- Handles drug pre-trial motions.
- Conducts grand jury proceedings.
- Interacts effectively with law enforcement agencies
- Is responsible for exercising appropriate charging discretion.

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.

- Considerable knowledge of juvenile, felony, traffic and misdemeanor law.
- Considerable knowledge of judicial procedures and rules of evidence.
- Ability to analyze, appraise and organize facts, evidence and precedents and to present such materials effectively.
- Ability to determine the limits of action available to opponents and the probable courses of action of opponents in court cases.
- Ability to present and argue cases in court, dealing effectively with unanticipated situations when they arise.
- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to plan, supervise and review work of technical and clerical subordinates.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to write reports and routine business correspondence.
- Ability to effectively present information and respond to questions from supervisors and clients.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 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.
- Ability to analyze facts and exercise sound judgement in arriving at conclusions.
- While performing the duties of this job, the employee is required to use a computer. Good knowledge of PC operations and software (Word processing and spreadsheet) are required. Good typing skills are also required.

Competency

To perform the job successfully, an individual must demonstrate the following competencies.

- **Analytical** – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.; Designs work flows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Project Management** – Develops project plans; Coordinates projects; Communicates changes and progress; Complete projects on time and budget.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Monitors transition and evaluated results.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Uses equipment and materials properly.

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.

Education and/or Other Requirements

- Completion of a Juris Doctorate degree program from an American Bar Association approved law school.
- A minimum of 18 months of progressively responsible experience at the level of Assistant State's Attorney.
- Licensed Attorney in the State of Illinois.

Physiological Factors

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.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Psychological Factors

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to maintain pleasant working relationships with judges, attorneys, co-workers, police and the public.
- Ability to perform multiple tasks simultaneously.

Note

Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of Lake County Government or its departments, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.