



LAKE COUNTY
invites applications for the position of:

Senior Assistant State's Attorney

SALARY: \$67,208.06 Annually
DEPARTMENT: State's Attorney
OPENING DATE: 08/27/21
CLOSING DATE: 09/10/21 11:59 PM

GENERAL DESCRIPTION:

Are you looking for a challenging role within an organization that provides rewarding compensation, an excellent benefit package and career growth opportunities? If so, Lake County Government is the place for you. Comprised of nearly 3,000 employees, it is our goal to positively serve the residents of Lake County while working with a purpose. We believe our employees should take pride in the work they accomplish while truly respecting a collaborative work environment.

Performs work of advanced difficulty in complex 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 with a minimum amount of instruction and guidance. Candidates must; hold a Juris Doctorate degree from an American Bar Association approved law school; must be a licensed attorney in the State of Illinois and must have criminal law experience.

ESSENTIAL FUNCTIONS:

- Conducts bond hearings.
- Conducts grand jury proceedings.
- Responsible for exercising appropriate charging discretion.
- Prepare and file charging documents
- Prepare warrants and subpoenas
- Determine appropriate plea offers/present negotiated plea agreements
- Collaborate with state agencies on fugitive warrant cases
- Takes direction from supervisors.
- Interacts effectively with law enforcement agencies

KNOWLEDGE SKILLS ABILITIES AND EDUCATION REQUIRED:

- Comprehensive knowledge of criminal law
- Considerable knowledge of judicial procedures and rules of evidence

- Considerable knowledge of appeal procedures
- Ability to analyze, appraise and organize facts, evidence and precedents and to present such materials effectively
- Ability to present and argue cases in court
- 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 analyze and interpret complex business periodicals, professional journals, technical procedures or government regulations
- Ability to write reports and routine business correspondence
- Ability to effectively present information and respond to questions from supervisors
- 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
- Ability to define problems, collect data, establish facts, and draw valid 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 keyboard skills are also required.

Education and/or Other Requirements

- Completion of a Juris Doctorate degree program from an American Bar Association approved law school.
- A minimum of three years of criminal law experience is required.
- Licensed Attorney in the State of Illinois

SUPPLEMENTAL INFORMATION:

Lake County offers a competitive salary and benefit package. We also offer flexible working hours, and a comprehensive wellness and training program. Visit our [Prospective Employee](#) page to get additional information on why you should work for Lake County!

Any offer of employment is contingent upon the successful completion of a background screening, drug and alcohol testing and may include a pre-employment medical exam.

Lake County is committed to being a diverse and inclusive workplace and is proud to be an equal opportunity employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lakecountyil.gov>

Position #00255
SENIOR ASSISTANT STATE'S ATTORNEY
KM

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Waukegan, IL 60085
847-377-2700