



JAMES W. GLASGOW

STATE'S ATTORNEY OF WILL COUNTY

57 N. OTTAWA STREET JOLIET, ILLINOIS 60432

TELEPHONE: 815-727-8453

WWW.WILLCOUNTYSAO.COM

Job Posting

JOB CLASSIFICATION: ASSISTANT STATE'S ATTORNEY POSITION/CIVIL & HUMAN RESOURCES

DUTIES: This person shall be assigned to the Civil Division of the State's Attorney's Office. Ideal candidate will have labor and employment law experience. Candidate will have both HR and general civil law assignments. In the HR component, candidate will assist in formulating policy, legal compliance, and other employment issues. In the civil component, candidate will work with team of assistant state's attorneys (ASAs). ASAs in the division represent the County and its officers. This includes but is not limited to handling all stages of litigation, reviewing legal documents, attending meetings, providing general legal counsel and any other legal services necessary to the elected officials of Will County or their respective staff and departments. In addition, ASAs are involved with child support, mental health petitions, and tax law, and performing any other duties assigned by their supervisor.

LOCATION: Will County State's Attorney's Office
57 N. Ottawa Street
Joliet, Illinois 60432

**APPLY TO
OR
QUESTIONS:** State's Attorney Human Resources
SAOHR@willcountyillinois.com

**APPLICATION
DEADLINE:** Until position is filled

**REQUIREMENTS
FOR APPLICATION:** One page letter of application and attached resume, copy of current A.R.D.C card issued by the Illinois Supreme Court, minimum three references, writing sample(s), law school transcripts. Background check required.

STARTING SALARY: \$82,500 per year to \$125,000 per year. Benefits include Wellness Program, Medical, Dental, Vision, Life Insurance Plans, Paid Vacation, Paid Holidays, Paid Personal, Sick, Parental Leave Program, County Retirement Plan, Choice of Multiple Health Plans, Long term/short term Disability Insurance, ARDC Dues reimbursement, free CLE's, and Employee Assistance Program/EAP. Employee Paid Benefits include Deferred Compensation, Supplemental Life Insurance, Credit Union, Flexible Spending Account, Auto, Home, Life Insurance, Pre-paid Legal, Tickets of The Week, Purchasing Power, and Pet Insurance. For more info see:



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<https://willcounty.gov/County-Offices/Administration/Human-Resources/Employee-Benefits-and-Compensations>

The Will County State's Attorney's Office is an equal opportunity employer and complies with the American with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify the Department of Human Resources in advance at SAOHR@willcountyllinois.com