

Job Description



Job Title Assistant State's Attorney
Spec Code 2152
Department State's Attorney's Office

Summary

Under general supervision, performs work of considerable difficulty in intermediate level professional legal work in the State's Attorney's Office. An employee in this position conducts legal research and represents the State's Attorney in legal proceedings as assigned. Positions involve the performance of varied duties independently, however, employees at this level will be increasing their legal skills and acquiring the experience and mature judgement necessary to perform independently as a fully qualified professional attorney. Work is performed with some latitude and independence under the general supervision of a Chief or higher-level Assistant State's Attorney.

Essential Functions

Include the following.

- Organizes and prepares branch traffic call.
- Organizes and prepares traffic and misdemeanor bench and jury call.
- Organizes and prepares traffic and misdemeanor status call.
- Evaluates and negotiates traffic and misdemeanor cases.
- Argues traffic and misdemeanor cases before a judge.
- Conducts traffic and misdemeanor motion practice.
- Conducts research on traffic and misdemeanor cases.
- Communicate with and provides effective legal counsel to clients.
- Takes direction from supervisors.
- Tries traffic and misdemeanor bench and jury trials.

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.

- Good knowledge of the principles, methods and practices of criminal law.
- Good knowledge of the procedures and rules of evidence.
- Good knowledge of the principles, methods, materials, practices and references utilized in legal research.
- Good knowledge of traffic and misdemeanor law.
- Ability to analyze, appraise and organize facts, evidence and precedents to ascertain the determining aspects of cases and to present such material in a clear and logical form.
- Ability to present and argue cases in court and to handle unanticipated problems smoothly.
- Ability to develop plans, programs and to evaluate work accomplishments.
- Ability to effectively present facts and recommendations in oral and written form.
- Ability to conduct studies and support finding with thorough research and documentation.
- Ability to analyze facts and exercise sound judgement in arriving at conclusions.

- Ability to read, analyze, and interpret general business periodicals, professional documents, technical procedures, or governmental regulations.
- 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 make minor decisions in accordance with laws, ordinances, regulations and established policies.
- Ability to deal tactfully and courteously with employees at all levels and the public.
- 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.
- **Client Service** - Manages difficult or emotional client situations; Responds promptly to client needs; Meets commitments.
- **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.
- **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.
- **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.
- **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.
- 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.