

Champaign County Job Description

Job Title: Senior Assistant State's Attorney

Department: State's Attorney

Reports to: State's Attorney

FLSA Status: Exempt

Prepared Date: April, 2004

SUMMARY Provides legal expertise and direction in one or more of the areas mandated to the office of the State's Attorney such as general criminal prosecution, child abuse and neglect prosecution, child support enforcement and administrative law.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs and is responsible for general criminal prosecution of felony, misdemeanor, juvenile delinquency, conservation and other types of cases.

Reviews police reports and determines criminal charges for arrest and non-arrest criminal cases daily, secures additional information from law enforcement personnel when required, prepares felony cases for Grand Jury indictment and schedules trials.

Formulates trial strategy, determines sentence sought, conducts plea negotiations, investigates case data and researches applicable case law.

Secures and interviews witnesses to ascertain facts in case. Secures expert testimony, prepares witnesses for trial, assembles case files, attends pre-trial hearings and files or responds to pre-trial motions.

Communicates information on case status to all involved parties such as defense attorneys, police officials and victims.

Prepares and responds to post-trial motions and represents the County at sentencing hearings.

Responsible for child abuse and/or neglect prosecution, illegal drug use, violent crimes, and other types of crime prosecution and performs legal functions related to the investigation.

May be responsible for the recruitment and assignment of law students to perform lower level legal tasks for the office.

Screens and assigns cases for juvenile court and determines need for protective custody. Files petitions for termination of parental rights, litigates cases of child molestation and confers with various professionals and social service staff on issues of abuse and/or neglect.

May determine if child victims are able to provide testimony and prepares witnesses for court. Works with social service staff on initiating or terminating parental custody, prosecution of neglect areas and allowance for adoption procedures.

Prepares and takes to court cases involving non-support, contempt and paternity matters. Compiles and prepares monthly, quarterly and estimated quarterly reports.

Presents talks at workshops and conferences regarding child abuse laws and measures of abuse prevention.

Responsible for co-ordination of the Child Support Enforcement Program and directs staff in the performance of support enforcement efforts pursuant to contracts between the Illinois Department of Public Aid, the State's Attorney's Office and the Office of the Circuit Clerk. Co-ordinates collection and/or prosecution efforts to secure court-ordered child support payments.

Represents the Support Enforcement Program to the public, the media and various County departments by explaining program functions, policies and procedures.

Responsible for determining policies, procedures, priorities and staff work assignments.

Prepares and conducts alternately non-support and contempt proceedings in court by securing witness testimony, introducing evidence and arguing the law before judges and/or juries.

Designs appropriate forms and writes pleadings and orders.

Negotiates annual contracts with the Illinois Department of Public Aid in order to obtain maximum reimbursements from the State for collection efforts made by the State's Attorney's Office.

Prepares monthly and quarterly expense and case disposition reports and authorizes office budget expenditures.

Responsible for administrative law activities. Performs advisory, code enforcement litigation and County defense functions. Performs as the County's legal representative in State, Federal and Local courts as well as Appellate Court.

Develops expertise in areas of law mandated to the office. Maintains awareness of changes in State, Federal and Local laws by performing research and pursues continuing education.

Works with the County Board, County Board Committees and County Departments to ensure adherence to laws and thereby reduce the potential for litigation and liability against the County government. Defends the County in lawsuits filed against the County government and its representatives.

Drafts resolutions and ordinances and presents written and oral legal information to the Board and its committees. Advises Department Heads on legal aspects of departmental operations, performance of mandated functions and adherence to State and Federal laws.

Researches and advises on matters such as elections, tax assessments, Open Meetings Act, the Freedom of Information Act, conflict of interest law, discrimination laws and labor relations.

Prosecutes violators of zoning, animal control, nuisance and public health ordinances. Prepares complaints, answers and motions, litigates at trials and prepares appellate briefs as required.

Performs other responsible tasks such as negotiating settlements with insurance carriers, filing and prosecuting mental commitment petitions, and as the County's representative on matters such as Industrial Revenue Bond funding and Sheriff's deeds.

Meets regularly and works with a wide variety of staff including defense attorneys, witnesses, judges, law enforcement officers, County Department Heads and others.

Recruits law students to perform lower level tasks for the office.

SUPERVISORY RESPONSIBILITIES May directly supervise 4 to 8 employees on a project or recurring basis including attorneys, paralegals, investigators, victim services coordinators, counselors, law students, administrative assistants and clerical staff. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising work performed and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Law degree and licensed in Illinois; two years of trial experience in the State's Attorney's office.

LANGUAGE SKILLS Ability to read, analyze, and interpret legal documents and interpretations. Ability to respond to common inquiries or complaints from the general public, social service and government agencies, judges and other attorneys. Ability to write speeches and articles using original or innovative techniques and style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to judges, public groups and other attorneys.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Licensed in Illinois.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Potential problems may exist with clients or defendants exposed to stressful situations. The noise level in the work environment is usually quiet to moderate.