



Notice of Vacancy

Legal Assistant II

Posting Open: 04/27/2015

Closed: 05/04/2015

Department: State's Attorney's Office

Job Classification: Legal Assistant II, AFSCME labor union, Pay Grade 19

Number of Positions: 1

Starting Pay Range: \$16.07/hour (\$33,425/year)

Applicants may submit a completed employment application*, cover letter, and resume to:

**Rebecca Bernard, Office Administrator
Rock Island County State's Attorney's Office
210 - 15th Street
Rock Island, IL 61201
bernardb@co.rock-island.il.us**

*Application can be found on our website at <http://www.rockislandcounty.org/Jobs/> or <http://www.rockislandcounty.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=35337&libID=1000003196>

LEGAL ASSISTANT II JOB DESCRIPTION:

Characteristics of the Class: Under general direction from senior staff attorneys performs responsible administrative and clerical duties in the operation of the Rock Island County State's Attorney's Office. Responsible for bookkeeping system, assists in budget preparation and monitors same throughout fiscal year. Incumbent is responsible for all secretarial work for the

Drug Prosecutor and performs duties as requested for the Civil Division attorneys. Position requires independent judgment in the performance of all activities in the office.

Examples of Essential Functions:

Maintains bookkeeping system for the accounting of the State's Attorney's Office budget and Drug Forfeiture Fund, prepares vouchers/ claims for office purchases, professional fees, witness fees, staff travel accounts, arranges for staff continuing education/seminars including travel, lodging fees and payment thereof, maintains inventory and updating of all legal reference materials and periodicals. Also maintains dispositional reports of all felony and misdemeanor cases, which are reported to the Illinois State Police us the LEADS Program.

Conducts criminal background checks on defendant charges and interprets NCIC reports for prosecuting attorneys.

Transmits dispositional reports for felony and misdemeanor cases to the Illinois State Police pursuant to the LEADS Program as required by statute.

Prepares and makes bank deposits, maintains bookkeeping system and prepares reports for forfeiture funds.

Performs secretarial duties for the Drug Prosecutor, including transcribing interviews by undercover agents as needed. Manages routine unit operations including maintaining schedules, logs and appointment calendars.

Assists the Office Manager in preparation and computation of office payroll, including vacations, personal time and sick time.

Prepares and maintains a variety of reports and records.

Performs other needed duties as assigned.

Minimum Requirements:

A. Training and Experience

High School diploma, GED or Legal Secretary certification supplemented by three years experience in responsible legal secretarial work, or an equivalent combination of experience and training.

B. Knowledge, Abilities and Skills

Working knowledge of applicable ordinances, criminal and civil law and regulations.

Knowledge of general office procedures including record keeping and maintenance.

Knowledge of State's Attorney's Office practices, policies and procedures.

Ability to establish and maintain effective working relationships with others.

Ability to coordinate multiple projects and activities simultaneously.

Ability to communicate clearly, both orally and in writing.

Skill in the operation of modern office equipment, including Dictaphone, typewriter, computer, calculator, fax machine and copy equipment.

Physical Requirement: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended period of time at a keyboard.

Environment Requirements: Task is regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.