

**Eric Weis**  
State's Attorney



**Office of the  
State's Attorney  
Kendall County, Illinois**

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Kendall County Courthouse  
807 W. John St.  
Yorkville, IL 60560

Main: (630) 553-4157  
Fax: (630) 553-4204

## **State's Attorney's – Intake/MDT Coordinator/Victim & Family Advocate**

Type: Full time

Salary/Pay Rate: \$42,000-\$46,000 DOQ

Posted Date: November 21, 2023

Deadline to Apply: December 1, 2023

Kendall County State's Attorney's Office has a new full-time opening for the position of Intake/MDT Coordinator/Victim & Family Advocate. Eligible candidates should have a Bachelor's degree (B.A.) in social work or other human service related field. One (1) to three (3) years previous experience in social work and victim rights is beneficial or equivalent combination of education and experience. Candidate must possess basic Windows 10 knowledge, strong organizational and oral communications skills, and be familiar with working in a fast-paced professional environment. Candidate should have the ability to perform all assigned job duties both during and after regular business hours.

The hours will be, Monday through Friday, between 8:00 a.m. to 4:30 p.m. and some hours may be outside of normal business hours. Resumes and professional references should be received no later than December 1, 2023.

Please submit Resume, and Cover Letter to:

Amy Albright, Executive Assistant/Human Resource Manager  
Kendall County State's Attorney's Office  
807 W. John Street  
Yorkville, IL 60560

or email [aalbright@kendallcountyil.gov](mailto:aalbright@kendallcountyil.gov) by the end of business December 1, 2023 or until the position is filled.

The Kendall County State's Attorney's Office is an Equal Opportunity Employer.