

Kendall County State's Attorney's Office
Job Description
Paid 711 Law School Intern (Part-Time)

Job Title: 711 Law School Intern – Traffic/Misdemeanor Division (part-time)
Status: FLSA Non-Exempt
Reports to: State's Attorney, First Assistant State's Attorney, and Supervisor of the Traffic/Misdemeanor Division
Effective Date: December 1, 2018

SUMMARY:

Pursuant to Illinois Supreme Court Rule 711, a 711 law school intern is a current law school student or recent law school graduate who is permitted to practice law under the supervision of a licensed attorney. In the Kendall County State's Attorney's Office, the 711 law school intern will be assigned to the Traffic/Misdemeanor Division where the individual will have the opportunity to perform a variety of legal services as set forth in Illinois Supreme Court Rule 711, under the supervision of the Assistant State's Attorneys, the First Assistant State's Attorney and/or the State's Attorney. The 711 law school intern may also have the opportunity to participate in actual bench or jury trials under the supervision of an Assistant State's Attorney, the First Assistant State's Attorney and/or State's Attorney of Kendall County. In addition, the 711 law school intern will assist Assistant State's Attorneys, the First Assistant State's Attorney and State's Attorney of Kendall County with legal research and other tasks, as necessary. The 711 law school intern shall work less than 30 hours per work week and less than 600 hours per year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the supervision of a licensed attorney of the Kendall County State's Attorney's Office, the 711 law school intern may perform various legal functions related to the prosecution of misdemeanor and traffic cases including, but not limited to the following:
 - Ensures that all cases are litigated in accordance with applicable statutory requirements and the Illinois Rules of Professional Conduct while seeking justice and assuring fairness and success of prosecution and convictions.
 - Represents the People of the State of Illinois in criminal trials (both bench and jury trials) in the Circuit Court of Kendall County, under the supervision of an Assistant State's Attorney, the First Assistant State's Attorney and/or the State's Attorney.
 - Performs other legal services as identified in Illinois Supreme Court Rule 711(c).
- Performs legal research, drafts legal pleadings and prepares memoranda for and under the direction of the Assistant State's Attorneys, the First Assistant State's Attorney and State's Attorney of Kendall County for both civil and criminal matters.
- Complies with all applicable federal and state laws, regulations and Office policies and

- procedures regarding or relating to assigned job duties.
- Maintains regular attendance and punctuality.
- Other duties as may be assigned by the Office Manager or her designee, the First Assistant State's Attorney, and/or the State's Attorney.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:

- Must be either (1) a current student in a law school approved by the American Bar Association or (2) a recent graduate of a law school approved by the American Bar Association who (i) has not yet had an opportunity to take the examinations provided for in Illinois Supreme Court Rule 704; (ii) has taken the examinations provided for in Rule 704 but not yet received notification of the results of either examination; or (iii) has taken and passed both examinations provided for in Rule 704 but has not yet been sworn as a member of the Illinois bar.
- Must meet all eligibility requirements set forth in Illinois Supreme Court Rule 711.
- Must obtain a 711 certification prior to performing any 711 duties for the Kendall County State's Attorney's Office.
- Word processing and personal computer training.
- Requires knowledge of all state and federal statutes/regulations/court rules applicable to the employee's assigned job duties, County government operations, office practices, principles of modern record keeping, setup and maintaining filing systems and of legal phrases and terminology.
- Requires knowledge of all Microsoft Office programs including, but not limited to Excel and Word.

B. LANGUAGE SKILLS:

- Ability to research, read and interpret documents such as governmental regulations and legal documents.
- Ability to write legal documents, reports and correspondence.
- Ability to speak effectively with the public, employees, law enforcement agencies, and the court.

- Requires good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

D. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- Maintains a valid 711 certification in the State of Illinois.
- Other certificates and registrations as required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must be able to stand and sit for lengthy periods of time, particularly during trials and while in courtroom.
- Employee must be able to quickly move to courtrooms and other offices in the building.
- Employee must be able to bend over at the waist and reach with hands and arms.
- Employee must occasionally lift and/or move up to 25 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- Potential problems may exist with victims, witnesses, defense attorneys, the court, or defendants and employee may be exposed to stressful situations.
- While performing assigned job duties, employee may be exposed to files, documents, videos, and photographs of a graphic or sexual nature.
- The noise level in the work environment is usually moderately quiet.

- Employee must be able to perform all assigned job duties during normal business hours and while on call, which may require the employee to perform assigned duties outside of normal business hours.
- Employee may be required to provide own transportation to travel to and from meetings, crime scenes, training, conferences, court appearances, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Signature

Date