

**Kendall County State's Attorney's Office**  
**Job Description**  
**Assistant State's Attorney – Criminal Division**

**Job Title:** Assistant State's Attorney – Criminal Division  
**Status:** FLSA Exempt  
**Reports to:** State's Attorney and First Assistant State's Attorney  
**Effective Date:** July 25, 2024

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**SUMMARY:**

Provides legal expertise, guidance in procedural handling, and prosecutes criminal cases in the Kendall County State's Attorney's Office. May support a specific jurisdictional area or prosecute specific types of crimes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs legal functions related to the prosecution of felony, misdemeanor, juvenile cases, conservation and other types of cases.
- 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.
- Reviews police reports and determines criminal charges for arrest and non-arrest cases daily and secures additional information from law enforcement personnel when required.
- Prepare felony cases for Grand Jury indictment, presents cases to Grand Jury and schedules trials.
- Formulates trial strategy, determines sentence sought, conducts plea negotiations, investigates case data and researches applicable case law.
- Secures and interview witnesses to ascertain facts of case and prepares witnesses for trial.
- Secures expert testimony.
- Assembles case files.
- Prepares or responds to pre-trial and post-trial motions and represents the People of the State of Illinois at sentencing hearings.
- Provides legal assistance to law enforcement with on-going investigations through the preparation of search warrants, arrest warrants, Grand Jury subpoenas, subpoenas *duces tecum* and assists in obtaining the necessary authorization for eavesdropping devices.
- Represents the People of the State of Illinois in criminal trials (both bench and jury trials) in the Circuit Court of Kendall County.

- Communicates information on case status to all involved parties such as defense attorneys, law enforcement, victims and victim advocates.
- May be responsible for specific types of criminal prosecution such as illegal drug use or child abuse and/or neglect, or violent crimes relating to the use of firearms. Performs legal functions related to the investigation.
- May be responsible for criminal history checks prior to criminal case charging and trial.
- May be responsible for reviewing new cases and assigning the reports for charging to other attorneys assigned to charging tasks.
- May be responsible for working with JANO and local representatives on the Court's computer integration project, including drafting information and indictment forms, forms relating to project description and forms for general office use.
- May screen and assign cases for juvenile court and determine need for protective custody; file petitions for termination of parental rights; litigate cases of child molestations; and confer with various professional and social agency 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.
- May present talks at workshops and conferences regarding various issues presented in the State's Attorney's Office.
- Attend seminars on local, state and national level to secure continuing education in specializing areas of the law.
- Provides training, legal instructions, hearing/trial assistance, and research assistance to less experienced attorneys and interns, as needed.
- Other duties as may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

- Provides training, legal instructions, research assistance, and hearing/trial assistance to less experienced attorneys and interns, as needed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform all 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:**

- Juris doctor (J.D.) degree.
- Maintains a valid license to practice law in Illinois.
- Experience with criminal prosecutions preferred.
- 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 license to practice law in Illinois.
- Other certificates and registrations as required for the specific secretarial 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.

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Employee Signature

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Date