

Champaign County Job Description

Job Title: State's Attorney

Department: State's Attorney

Reports to: ELECTED POSITION

FLSA Status: Exempt

Prepared Date: April, 2004

SUMMARY Provides legal expertise directs the State's Attorney's operations and conducts prosecution in court proceedings in behalf of the Champaign County government.

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

Assumes responsibility for directing the litigation of court proceedings. Ensures that all cases are litigated in accordance with statutory requirements to assure fairness and success in prosecution and convictions.

Manages and reviews the activities of all attorneys assigned to the office.

Reviews pertinent decisions, policies, regulations, trial strategy and other legal matters pertaining to major felony cases and to cases that locally receive a high profile.

Co-ordinates Grand Jury activity with subordinates and reviews case presentations.

Defends or arranges the defense of lawsuits filed against the County government. Advises all County departments on legal matters.

Notifies other County departments of legal decisions or legislative acts that affect the County government. Responds to requests from other County departments for legal interpretations of existing local ordinances and state and Federal laws.

Assigns representation and reviews all negotiations and unions representing County employees.

May appear at Appellate Court hearings, executive clemency/commutation hearings, parole hearings and other meetings connected to law enforcement.

Establishes policies and procedures for departmental operations. Reviews all activities for ethical presentations and practices.

Responds to or assigns responses to questions from the general public. Represents the office when the highest level of response is required.

Presents reports to the County Board on office activity and for specific projects and legal advice.

Maintains liaison with County departments. Meets with public groups as necessary. Performs liaison with media and law enforcement agencies.

SUPERVISORY RESPONSIBILITIES Manages several subordinate supervisors who supervise a total of 45 to 60 employees in the State's Attorney's Office and special grant-funded divisions. Is responsible for the overall direction, co-ordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include approval for interviewing and hiring, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints 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.

LANGUAGE SKILLS Ability to read, analyze, and interpret legal documents and interpretations, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write speeches and articles for publication using original or innovative techniques and style. Ability to make effective and persuasive speeches and presentations on controversial topics to 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 as required by law.

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 frequently 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 depth perception.

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.