

**County of Grundy – Job Posting
State’s Attorney’s Office**



Date of Posting: June 23, 2022
Applications Accepted Until: Posted until Filled
Job Title: Assistant State’s Attorney – Civil Division
Employee Status: Full-Time, 37.5 hours/week, Exempt
Rate of Pay: \$80,000.00

POSITION SUMMARY

Under the supervision of the State’s Attorney; performs civil legal work in the State’s Attorney’s office; performs related work as required. The Civil Assistant State’s Attorney represents the interest of the County of Grundy, its officers and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed.

- Reviewing legal documents
- Attending County related meetings.
- Providing general legal counsel and any other legal services necessary to the elected officials of Grundy County or their respective staffs and departments.
- Property Tax Petitions
- Performing any other duties assigned by their supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Transactional and local government
- Judicial procedures and of the rules of evidence
- Principles, methods, materials, practices and references utilized in legal research

Skill in:

- Analyzing, appraising and organizing facts, evidence and precedents to ascertain the determining aspects of cases and present such material in a clear and logical form
- Presenting and arguing cases in court
- Efficiently reacting and responding to unanticipated problems, questions and issues

Ability to:

- Establish and maintain effective working relationships
- Carry out instructions furnished in writing, oral or diagram form, and to produce desired outcomes timely and completely.
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND/OR EXPERIENCE

Completion of a Juris Doctorate degree and 10 years' experience of relevant legal experience, Successfully complete the Illinois State Bar exam and be a member in good standing. Experience with transactional and local government is preferred.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform in essential functions.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and completed application for employment to jhelland@grundyco.org or mail to the Grundy County State's Attorney's Office, Attn: Jason Helland, 111 E. Washington Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).