



## JOB POSTING

**Posting Open:** 11/12/2021 **Close:** Until filled  
**Department:** State's Attorney's Office  
**Job Classification:** Assistant State's Attorney, Civil Division  
**Position Availability:** Until filled **Years of Experience:** 3-8 years  
**Salary Range:** \$69,874.92-\$75,251.52 Annually

See attached job description.

Benefits include:

- Paid training to go toward fulfillment of Continuing Legal Education
- Paid ARDC dues
- Many paid holidays, vacation and sick leave
- Health, optical, dental and life insurance
- Illinois Municipal Retirement Fund pension
- Deferred Compensation Program

Application packets are to include a completed Rock Island County employment application (available at <http://www.rockislandcounty.org/Jobs/>), cover letter, resume, and writing sample, and may be submitted via email with subject line "Application for Civil Division Assistant State's Attorney" to:

LeAnn Ziegenhorn, Office Manager  
Rock Island County State's Attorney's Office  
1317 - 3<sup>rd</sup> Avenue, 2<sup>nd</sup> Floor  
Rock Island, IL 61201  
[ziegenhornl@co.rock-island.il.us](mailto:ziegenhornl@co.rock-island.il.us)

## **Rock Island County Job Description**

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<b>TITLE:</b>	Assistant State's Attorney - Civil Division
<b>DEPARTMENT:</b>	State's Attorney's Office
<b>SUPERVISOR:</b>	State's Attorney, Chief of the Civil Division Assistant State's Attorney
<b>FLSA:</b>	Exempt
<b>EMPLOYMENT STATUS:</b>	At-Will Employee

**SUMMARY:** Works proactively under general guidance of the State's Attorney or Chief of the Civil Division Assistant State's Attorney within the State's Attorney Office. The primary function of this position includes, but is not limited to, handling civil legal matters for the County of Rock Island, its officials and employees.

### **ESSENTIAL JOB FUNCTIONS:**

- Duties as defined in 55 ILCS 5/3-9006 and 55 ILCS 5/3-9008
- Performs responsible functions in the areas of court case litigation and/or legal research
- May specialize in worker's compensation, labor grievances, labor arbitration, tax
- Works with the County Board, County Board committees and county departments to ensure adherence to laws and thereby reduce the potential for litigation and liability against the County government
- Defends the County in lawsuits filed against the County government and its representatives and serves as the County's representative with outside legal counsel in litigation
- Represent the County and its officials and employees in state and federal court as well as administrative tribunals
- Communicates information on case status to all involved parties such as County government and its representatives
- Researches, forms opinions, and presents written and oral legal information to the County Board, county administration and county department heads on legal aspects of departmental operations, performance of mandated functions and adherence to State and Federal laws
- Aids in the drafting of ordinances and resolutions to be adopted by the County Board
- Represents the State's Attorney's Office and County of Rock Island government
- Researches and advises on matters such as elections, tax assessments, Open Meetings Act, the Freedom of Information Act, conflict of interest law, discrimination laws and labor relations
- Prosecutes violations of zoning, animal control and public health nuisances
- Prepares complaints, answers and motions, litigates at trials and prepares motions, and briefs as required

- Performs other responsible tasks such as negotiating settlements with insurance carriers, filing and prosecuting mental commitment petitions, and as the County's representative on a wide variety of civil matters
- Meets regularly and works with a wide variety of staff including defense attorneys, witnesses, judges, law enforcement officers, county department heads and others
- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks
- Upon request of the State's Attorney provides analyses and documentation regarding a risk management
- Each Rock Island County employee is responsible to engage in periodic activities that include, but are not limited to: (a) County-wide risk management/safety training session, and (b) departmental educational training, and/or (c) evaluation/physical improvement of departmental physical assets that prevents, reduces, or corrects safety hazards
- Other duties as assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to read, analyze and interpret legal documents and interpretations. Ability to respond to common inquiries or complaints from the general public, County department heads, government agencies, judges and other attorneys. Ability to write effective arguments on controversial or complex topics to internal clients, judges, and other attorneys.

Ability to deal with difficult clients exposed to stressful situations.

Ability to deal with fast-paced highly stressful situations with evolving facts.

Ability to calculate figures and amounts such as discounts, interest, percentages, area, circumference, and volume.

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.

While performing the duties of this job, the employee is occasionally 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 lbs. Specific vision abilities required by this job must include close vision, distance vision and color vision.

Ability to work in an environment that is usually quiet to moderate in noise.

Candidate must have knowledge of laws, court procedures, precedents, government regulations, and agency rules. Must have legal research experience and exposure to jury

trial preparation and litigation work.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.
- Licensed to practice law in the State of Illinois and be in Good Standing
- Minimum 3-8 years' experience
- Education: Juris Doctorate from an accredited ABA Law School

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.