



JOB POSTING

Posting Open: 01/06/2022 **Close:** Until Filled
Department: Public Defender's Office
Job Classification: Administrative Assistant 1 **Grade:** 21
Position Availability: ASAP
Pay Range: \$21.89/hr (\$45,531.20/annually)
Union: AFSCME 2025A
Hours: 40 hours per week

See attached job description.

Applications can be found online at <http://www.rockislandcounty.org/Jobs/>
please submit a cover letter, resume, and completed application to:

Hany Khoury, Public Defender
Rock Island County Public Defender's Office
1504 3rd Avenue-2nd Floor
Rock Island, IL 61201
publicdefender@co.rock-island.il.us

Rock Island County Job Description

TITLE: Administrative Assistant 1
DEPARTMENT: Public Defender's Office
SUPERVISOR: Hany Khoury
FLSA: Non-Exempt
EMPLOYMENT STATUS: Represented Employee – AFSCME 2025A
CLASSIFICATION: Grade 21

Summary: Works proactively under the supervision of the Public Defender and general guidance of the Rock Island County Public Defender within the Public Defender's Office. Primary function(s) of this position include but are not limited to: Working with criminal, juvenile, and related cases, and coordinating with the State's Attorney's Office, Circuit Clerk's Office, Court Administration, and other governmental offices. Position requires the ability to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Generates court schedule lists with regularity; monitors case flow; organizes and prepares files for court; coordinates with State's Attorney's Office, and Court Administration.
- Uses a variety of case management databases and software packages to enter information and/or to make inquiries; uses PC JIMS, JIMAS Public Defender, and uses Microsoft Office Suite daily.
- Sends case status updates and correspondence.
- May assist in coordinating extradition matters.
- Download and extract electronic discovery and provide copies/access to assigned attorney.
- 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 sessions, and (b) departmental educational training, and/or (c) evaluation/physical improvements of departmental physical assets that prevents, reduces, or corrects safety hazards.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Maintain Effective communication and working relationships with other employees and the public; communicate with, and respond pleasantly to a demanding and diverse public; ability to communicate clearly, both orally and in writing.

- Ability to coordinate multiple projects and activities simultaneously.
- Make objective decisions.
- Work independently with minimal supervision.
- Prioritize work tasks and meet deadlines.
- Follow complex oral and written instructions.
- Prepare letters, memorandum, and court pleadings

Knowledge of:

- Working knowledge of the criminal justice system and criminal court process.
- Working knowledge of Public Defender's Office practices, policies, and procedures.
- Working knowledge of customary Paralegal practices.

Skills:

- Must be able to communicate with the public and other employees in a professional manner; must possess strong written and verbal communication skills.
- Operation of office equipment including computer, multifunction devices, scanners, copy, fax, and adding machines.
- Proficiency in use of software applications essential to the functioning of the criminal justice process and county administration in Rock Island County (PCJIMS, JIMAS Public Defender, Microsoft Office suite with emphasis on Word and Excel, and other software programs and systems as needed.)
- Critical Thinking using logic and analysis to evaluate options to various situations.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

- High School Diploma and some Post High School training and education preferred. Bachelor's Degree in a related field desired.

Experience:

- Experience in Legal field is preferred.

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.