



**Rock  
Island  
County**



## **JOB POSTING**

**Posting Open:** 09/16/2020

**Close:** Until position filled

**Department/Office:** State's Attorney's Office

**Job Classification:** Full-time Paralegal (non-union), Civil Division

**Starting Pay Range:** \$15.52 – \$17.22/hourly (commensurate with experience)

**Applicants should submit a completed employment application\*, cover letter, writing sample\*\* and resume to:**

**LeAnn Ziegenhorn, Office Administrator  
Rock Island County State's Attorney's Office  
1317 3<sup>rd</sup> Ave., 2<sup>nd</sup> Floor  
Rock Island, IL 61201  
statesattorneysoffice@co.rock-island.il.us**

\*Application forms can be found at <http://www.rockislandcounty.org/Jobs/>

\*\* Writing sample examples include; letters, memorandums, research memos, motions or pleadings, or other document that exemplifies writing ability and use of Microsoft Word, Excel & Powerpoint

**Applicants may be required to complete computer skills testing, including typing and spreadsheet manipulation.**

### ***Summary of Position:***

The position requires the paralegal to perform a variety of legal research and responsible administrative and clerical duties in the operation of the Rock Island County State's Attorney's Office under general direction from senior staff attorneys. Incumbent is responsible for all secretarial work for the Civil Division attorneys. This position involves a significant amount of file management, including maintaining active files and maintaining various file spreadsheets to track file location and project status. Position requires independent judgment as well as maintaining confidentiality in the performance of all activities in the office, including those related to labor-management and negotiations. Position requires an ability to adapt and thrive in a fast-paced at times stressful environment. This position is a full time 40 hour per week position with work hours between 8:00 a.m. and 4:30 p.m. Monday through Friday with a 30 minute lunch break.

***Characteristics of the Position:***

Paralegal in the Civil Division, a non-union, confidential employee position.

***Community and Organizational Relationships:***

Assists Civil Division Attorneys in all aspects of the legal representation of the County and its elected office holders, which requires in part all normal activities – phone, mail, filing, arrangement of appointments and meetings for Attorneys and interfacing with the public, elected officials, county board and administration, and the Judiciary.

***Position Responsibilities and Specific Duties:***

- General office duties, including but not limited to answering phone calls, managing attorney calendars and scheduling appointments, drafting legal documents and correspondence, filing, and organization projects in a fast-paced environment.
- Performs legal and general research utilizing Lexis Nexis and other print and research methodologies. Must have an understanding of jurisdictional or topic specific research and an ability to clearly convey research findings.
- Assist the attorneys in their handling of labor matters, including preparing and organizing confidential documents used in grievances, arbitrations, and collective bargaining, including researching and selecting arbitrators.
- Assists attorneys in the preparation of discovery documents and review of incoming discovery documents in addition to other special projects, as assigned.
- Prepares vouchers/claims for office purchases, professional fees, witness fees, staff travel accounts, and arranges for staff continuing education/seminars including travel, lodging fees and payment thereof.
- Prepares and maintains a variety of reports and records. Maintains a variety of Excel spreadsheets that track various office data.
- Performs other duties as assigned.

***Minimum Qualification Requirements:***

**A. Experience and Education:**

Associate Degree or Certificate in Legal Assisting, Paralegal Studies, or Legal Secretary certification supplemented by at least two years experience in responsible legal secretarial work, or an equivalent combination of experience and training.

Experience handling calendars, phones and filing in a fast-paced environment.

Experience handling confidential and sensitive information.

## **B. Required Knowledge Skills and Abilities**

- Must be capable of regular and predictable attendance at a specified location and during assigned hours in order to perform assigned tasks.
- Must be highly proficient with Microsoft Outlook, Word, Excel, and PowerPoint. Able to manipulate and maintain spreadsheets, format and create a range of documents, and handle e-mail, contacts, and multiple calendars and appointment scheduling in Outlook with accuracy and attention to detail.
- Skill in the operation of modern office equipment, including, PC computer, calculator, fax machine and copy equipment. Must type a minimum 80 words per minute.
- Requires the ability to maintain a high level of professionalism and confidentiality.
- Requires the ability to independently problem solve, working with minimal supervision or task direction, as necessary.
- Must be a self-starter, capable of managing independent tasks and coordinating multiple projects and activities simultaneously with changing priorities and deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate clearly, both orally and in writing.
- Ability to respond to inquiries in a tactful and courteous manner.
- Ability to work in a fast paced, highly stressful environment.
- Ability to maintain discretion when dealing with individuals outside the office.
- Ability to maintain a professional demeanor when dealing in fast-paced stressful situations or when handling the press and elected officials.
- Must have accuracy and attention to detail in daily tasks.
- Knowledge of general office procedures including record keeping and maintenance.
- Must have experience with electronic legal research systems; LexisNexis preferred but Westlaw is also acceptable.
- Working knowledge of Federal and State court procedures including CM/ECF and PACER systems.

- Working knowledge of civil law and governmental structure.

***Physical Requirements:***

Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended period of time at a keyboard.

***Environmental Requirements:***

Task is regularly performed without exposure to adverse environmental conditions.

***Sensory Requirements:***

Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.