**Office of the Kane County State’s Attorney**



**JAMIE L. MOSSER**

State’s Attorney

Kane County Judicial Center General Offices:

37W777 Route 38 Suite 300 (630) 232-3500

St. Charles, Illinois 60175

**JOB POSTING**

**Job Title: Bilingual Administrative Assistant - Felony Division**

**Department: State’s Attorney’s Office**

**FLSA Status: Full-time – Non-Exempt (35 hours/wk.)**

**Salary: starting salary $36,400 - $38,000**

**Bargaining Unit: No**

**General Summary:** Provide administrative support for Assistant State’s Attorneys in the Felony Division of the State’s Attorney’s Office

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

1. Prepare, copy, and file with the Circuit Clerk, notices, motions, answers to discovery, supplemental discovery, subpoenas, writs, and subpoenas duces tecum.
2. Request discovery from law enforcement agencies, including lab reports, court files, certified copies, and documents from other agencies.
3. Manage discovery requests, follow up on requests, and tender documents with a proof of service.
4. E-file legal documents as directed to the Circuit Clerk’s office.
5. Creation and maintenance of case files.
6. Run Leads and Criminal Histories as requested by ASAs.
7. Take messages and handle phone call for ASA.
8. Complete tasks assigned by the ASA.
9. Transcribe recorded interviews and overhears as assigned.
10. Notify police officers and witnesses of court dates and/or changes in court dates.
11. Transcribe interviews and phone calls from Spanish to English.
12. Assist with phone calls and interviews with Spanish speaking victims and witnesses.
13. Close out disposed files by making copies and distributing to appropriate agencies for assigned ASAs.
14. Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Bilingual in English/Spanish – ability to read, write and converse in Spanish.
2. 2 years of related office experience required or an Associate of Arts degree.
3. Microsoft Word and Excel experience preferred
4. Self-starter with strong organizational skills.
5. Verbal and written communication skills.
6. Ability to problem solve and work in large work environment.
7. Ability to prioritize work and meet deadlines.
8. Familiarity with Word, Excel, and Adobe.
9. Ensures confidentiality and privacy at all times
10. Treat others with courtesy and respect in all interactions
11. Is open to new ideas and changes; encourages others to do the same
12. Willingly flexes to meet changing workload demands and priorities
13. Works cooperatively with other employees to complete the work
14. Displays punctuality in all activities such as work attendance, project deadlines, and reports.

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:**

1. Sitting, talking, hearing and vision are required approximately 100% of the time.
2. Filing, bending, reaching, and keying.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

1. General Office Environment.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

1.Computer, Phone, Fax, Copier, Scanner.

**REPORTING RELATIONSHIPS:**

 Reports to: Felony Administrative Assistant Team Lead

 Directs Work of: None

Blood Born Pathogen Risk Code: None

This statement describes the general content of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

**BENEFITS INCLUDE:**

Group Health/Dental/Vision Insurance

Life Insurance

IMRF Pension

Paid Holiday, Vacation, and Sick Time

Flexible Benefits Plans (FSA, HSA)

Medical Expense Reimbursement Plan

Employee Assistance Program

Tuition Reimbursement

**Resume accepted by:**

SAOApplications@KanecountyIL.gov

**Applicants must submit to a criminal background check.**

**EEO Employer/Program.**