

The Ford County State's Attorney's Office in Paxton, Illinois is seeking an Office Administrator/Victim-Witness Coordinator to assist the State's Attorney in coordinating and completing the daily caseload of the office as well as assisting victims and witnesses navigate the criminal justice system. This is a full-time position consisting of at least 37.5-hours per week.

Responsibilities include but are not limited to:

- Assisting the State's Attorney with the preparation of cases on a day-to-day basis, including file development, pleading preparation, and e-filing;
- Coordinating communications with the public and other county offices;
- Assisting victims navigate the criminal court system, including assisting with the preparation of Orders of Protection and other no-contact pleadings;
- Assisting in preparing witnesses to testify in criminal trials;
- Preparing written correspondence and notices regarding court matters;
- Preparing grant applications and overseeing the implementation and monitoring of grants received by the office;
- General office administration.

Required Qualifications

- Excellent communication and organizational skills;
- Competent working knowledge of Microsoft 365 and the ability to learn additional platforms used by the office;
- Self-motivated and independent work skills requiring minimal direct oversight;
- Familiarity with general office administration;

Preferred Qualifications

- A certificate from an ABA approved Paralegal/Legal Assistant Program such as the National Association of Legal Assistants or a comparable organization;
- Minimum three years experience working in a law firm or office with a focus on the criminal justice system;
- Familiarity with E-filing and local court rules
- Proficiency in legal research and writing along with analytical skills

Pay and Benefits

The starting pay for the position during the probationary/training period (until December 2, 2024) will be \$23.00 per hour (37.5 hours per week) plus eligibility for health, dental, and eye insurance (subject to probationary period) and participation in the Illinois Municipal Retirement Fund. During this period, the successful candidate will train under the current position holder.

Beginning December 2, 2024, the successful candidate will become a salaried employee (a minimum 40 hours per week) with an annual base salary range of \$36,000-\$48,000 depending on qualifications and budgetary appropriations. In addition to the base salary, the successful

candidate will receive compensation through the Illinois Attorney General VOCA Grant, currently \$16,000.00 annually. Grant funding is not guaranteed and must be awarded on an annual basis.

Application Deadline

A resume, letter of interest, and references must be received by the office on or before August 15, 2024, and it is anticipated a decision will be made before September 1, 2024. Submit paperwork to:

Ford County State's Attorney's Office

Attn: Andrew L Killian

200 W State St

Room 204

Paxton, IL 60957

or statesattorney@fordcounty.illinois.gov

The successful candidate will be subject to a criminal background check and drug screen.

The Ford County State's Attorney's Office is an equal opportunity employer.