



**Nancy J. Boose, SHRM-SCP**  
Human Resources Director  
Vermilion County Board

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# **Notice of Job Vacancy**

**DATE:** July 24, 2024

**POSITION:** *Felony Division Administrative Assistant Supervisor*

**DEPARTMENT:** State's Attorney's Office

**TERMS OF EMPLOYMENT:** Full-time

**BASIC FUNCTION:** Performs responsible managerial duties in the administration of training legal support staff, grand jury planning and service operations of the SA's Office. Coordinates and supervises the training of all legal support staff working primarily in the juvenile division.

**DESIRED REQUIREMENTS:** Requires high school diploma; and, one to two years related 3xperience and/or training; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Associate Degree preferred.

**STARTING SALARY:** \$ 39,000

**APPLICATION PERIOD:** July 24 - 30, 2024 (Internal)  
July 1, 2024 until position is filled ( External )

**METHOD OF APPLICATION:** Apply in person or send resume and application to:

Human Resources Director  
Vermilion County Board Office  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Application available at [www.vercounty.org](http://www.vercounty.org)  
EEOP Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)

**AA/EOE**

## Vermilion County

### Job Description

**Job Title:** Felony Division Administrative Assistant Supervisor

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

**Reports to:** State's Attorney

#### **SUMMARY**

Under general direction of the State's Attorney, performs responsible managerial duties in the administration of the training legal support staff, grand jury planning, and service operations of the State's Attorney's Office. Plans, supervises and controls the activities of an assigned unit or units. Accepts complete responsibility for the initiation and follow-through of one or more office procedures, which requires the ability to make responsible decisions in accordance with the established policies of the State's Attorney. Coordinates and supervises the training of all legal support staff working primarily in the felony division on and off-site training provided including yearly employee reviews of legal support staff and any recommendations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Assists support staff in the training of a staff in the felony division and clerical employees engaged in complex duties pertinent to the operations of the State's Attorney's Office. Maintain and perform all support staff duties in order to remain knowledgeable and current in all training duties. Implements and supervises all cross training of all clerical staff in the felony division.

Recommends implements and documents efficient procedures, methods and systems for more effective control, operations and management of administrative functions as they apply to method and course of filing criminal prosecutions in the felony division.

May be assigned responsibilities for special projects, studies, programs, services, or operations pertinent to the needs of the department.

Assists in supervising the training of employees within an assigned unit; counsels, evaluates and recommends salary increases for personnel including job assignments and cross training.

Supervises the weekly Grand Jury responsibilities of support staff to ensure proper coordination between assistant State's Attorneys and officers for presentation to the Grand Jury.

Interprets and explains existing statutes, policies, methods and procedures to subordinates, other employees and the general public.

Manages and has access to LEADS information and is LEADS certified.

Performs other duties as assigned or required by the State's Attorney.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associates degree, high school diploma, or one to two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job including ability to adjust focus.

**WORK ENVIRONMENT**

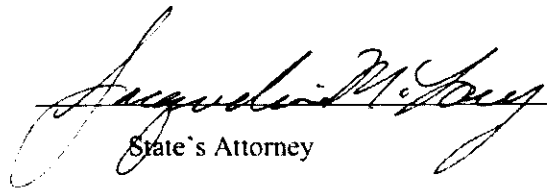
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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In accordance with the Vermilion County Personnel Manual, the above is accurate description of the duties and functions of the stated position in the department, agency, or organization.

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July 23, 2024  
Date

  
State's Attorney