

## EMPLOYMENT OPPORTUNITY

OFFICE: STATES ATTORNEYS OFFICE

POSITION: VICTIM'S ASSISTANT - FULL TIME

PAY GRADE: 31

PRIMARY DUTIES: Provides information and support to victims of criminal offenses and assists the victims in dealing with the court system. Applicant must have an empathic personality and the ability to relate in a positive manner with both the public and other office personnel.

QUALIFICATIONS: Bachelor's Degree is required. Prior knowledge of the court system is helpful, but not an absolute requirement. Experience with grant writing and victims issues is a plus. Bilingual (Spanish and English) preferred, but not required.

SEND RESUME AND LETTER OF APPLICATION TO: Gary Spencer  
State's Attorney  
200 East Knox Street  
Morrison, IL 61270

CLOSING DATE: January 13, 2011