

EMPLOYMENT OPPORTUNITY

OFFICE: STATES ATTORNEYS OFFICE

POSITION: VICTIM'S ASSISTANT - PART TIME

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: Prior knowledge of the court system is helpful, but not an absolute requirement. Experience with grant write 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