



**J. HANLEY**

WINNEBAGO COUNTY STATE'S ATTORNEY

**Position Posting**

**Investigator**

The office of the Winnebago County State's Attorney is hiring an Investigator to be assigned to the Office's Domestic Violence unit.

**Position Summary:** Provides subpoena and summons service for the State's Attorney's office. Locates victim/witnesses for the office, provides transportation for those witnesses and monitors their whereabouts throughout court proceedings. Interviews victim/witnesses to ascertain facts of the case and encourage cooperation. Documents and creates reports on interactions with witnesses. Tracks and prepares monthly statistical investigators report. Coordinates service of subpoenas/summons upon medical personnel. On Occasion may seek out additional information for criminal cases in order to assist the State's Attorney's Office. All other duties as assigned.

**Education/ Experience:** Prefer bachelor's degree with at least four years of experience in the criminal justice field. Requires extensive experience in law enforcement and administrative skills or an acceptable equivalent combination of experience and training. Graduate of police training institute is preferred.

**Knowledge, Skills & Abilities:** To perform this job successfully, an individual must be able to perform each primary job duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill and/or ability required.

Language Skills: Ability to read and interpret documents such as testimony, police reports, operating and maintenance instructions and legal regulations. Ability to write routine reports, correspondence, and notes on witness contact. Ability to speak effectively before public groups or employees within the organization. Bilingual abilities preferred. Skillful interview techniques are extremely important.

Licenses: Individual should be registered and licensed to carry firearms in Illinois. Valid driver's license is required.

**Characteristics Unique to this Position:** Ability to switch focus often to meet the immediate needs of one or more attorneys. Willingness to serve subpoenas in the community and encourage witness cooperation. Ability to perform duties without bias, prejudice or intolerance.

**Grant Funded Advisement:** This position is funded by grant no. 15JOVW-24-GG-01490-POLP awarded by the Office on Violence Against Women, U.S. Department of Justice. The Enhancing Investigation and Prosecution of Domestic Violence, Dating Violence, Sexual Assault, and Stalking (EIP) Initiative funds the position 100% and is currently set to expire 9/30/27. Continued funding may become available based on program results. Acceptance of this position shall not be construed as a guarantee of employment beyond the grant funded period.



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**Pay Range:** \$25+/ hr

**To apply for the Investigator position,  
provide a cover letter and resume to:**

Rita Bravo

Executive Administrative Assistant

Winnebago County State's Attorney's Office

400 W. State St., Suite 619

Rockford, IL 61101

[rbavo@sao.wincoil.gov](mailto:rbavo@sao.wincoil.gov)