



Office of the Winnebago County State's Attorney

## **ADMINISTRATIVE ASSISTANT**

Please apply by: 04/25/2025

**Job Type:** Full Time - Hourly

**Salary Range:** \$41,600 - \$45,000

**Benefits:** health, dental, and vision insurance, paid time off (PTO), IMRF pension

### **Company Background**

The State's Attorney's office is a dynamic, fast-paced office dedicated to seeking justice. The atmosphere is often high-energy, as attorneys and support staff manage a steady flow of criminal cases. It is a rewarding environment, offering the opportunity to hold offenders accountable and ensure justice for victims.

### **Job Description**

Under general supervision performs a variety of clerical duties including assisting attorneys by preparing legal documents such as Subpoena's, Discovery, WRITS, Motions, Informations, Pen Statements, Jury Instructions and other clerical legal documents or daily tasks as needed.

### **Job Qualifications**

Ability to effectively communicate with law enforcement agencies, attorneys and the general public. Possess good organizational skills, computer skills as well as the ability to navigate & retrieve information from various databases. Must have excellent verbal and written communication skills. Maintain open communication with supervisor and co-workers. Respond promptly to email, voice mail and other communication. Maintain confidentiality. Ability to work in a fast-paced work environment. Ability to complete necessary paperwork and meet deadlines. Ability to switch focus often to meet the immediate needs of the office.

High school diploma or equivalent required. Previous law office or legal experience, customer service, phone, and data entry experience preferred. Prefer background in Criminal Justice. Clear criminal background required.

Please submit cover letter and resume to:

Rita Bravo  
Executive Administrative Assistant  
400 W. State St Suite 619  
Rockford, IL 61101  
[rbravo@sao.wincoil.gov](mailto:rbravo@sao.wincoil.gov)