

## **JOB POSTING: NOTICE OF VACANCY**

It is the intention of the LaSalle County Public Defender's Office to fill one vacancy in the following job description.

Job Classification: Investigator

Department: LaSalle County Public Defender  
707 Etna Road, Room 142  
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Operation: 8:00 a.m. to 4:30 p.m.

Wage: \$15.50 per hour

Position is: Union (union has waived posting)

See *Job Description* for duties, minimum qualifications and physical demands

Interested persons should apply by completing the County application and returning it to:

Tim Cappellini  
Public Defender  
707 Etna Road, Room 142  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title:** Public Defender Investigator

**Work Location:** Governmental Complex

**Division/Department:** 13<sup>th</sup> Judicial Circuit Court

**Reports to:** Public Defender

**Employment Classifications:**

- Full-time    Part-time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Salary Grade:** \_\_\_\_\_

**Current Employee holding position is:**

\_\_\_\_\_

**Essential Duties and Responsibilities:**

**This position has the responsibility of assisting the Public Defenders of the Thirteenth Judicial Circuit in the defense of indigent cases.**

- Examine physical evidence.
- Interview all witnesses.
- Make initial contacts and follow-up on psychiatric evaluations.
- Obtain additional evidence.
- Obtain a complete criminal history of the client.
- Provide immediate contact with an incarcerated defendant.
- Provide immediate contact with an indigent that has been bonded out.
- Provide immediate motions for bail reduction.
- Perform related duties as assigned
- Maintain compliance with all company policies and procedures
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

**Education and/or Work Experience Requirements:**

- High School Diploma, required.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills.
- Detail oriented with strong organizational/time management skills.

**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.*

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional hand keying, grasping and repetitive movements; talking and hearing capability. Sedentary Work - May require lifting up to 10 pounds and carrying objects weighing up to 10 pounds. Close visual acuity to perform computer work, data analysis necessary; operate a vehicle for work activities.

**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.*

Most activities are performed in combination of indoors and outdoors. While performing the duties of this position, the employee is subject to normal consistent temperatures and noise level in the work environment is moderate (inside). Subject to environmental conditions, due to seasonal changes and may/may not have protection during these job duties;

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**