

# NEW PERSONNEL JUSTIFICATION FORM

**Department:** State's Attorney's Office

**Name of Preparer:** Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

<b>PERSONNEL DETAIL:</b>		
Fund/Dept/Sub-Dept:	001.300.300	
<b>Job Title</b>	<b>Job Classification</b>	<b>Salary Range</b>
Assistant State's Attorney	Assistant State's Attorney	55,000 - 60,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$55,000	
45100	FICA/SS (7.65%)	\$4,207.50	
45200	IMRF (8.04%)	\$4,422.00	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$1,149.50	
53010	Worker's Compensation (2.55%)	\$1,402.50	
53020	Unemployment (0.06%)	\$33.00	
	Other		
	<b>TOTAL</b>	<b>\$93,556</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes    No        Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
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**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

please turn over

**DESCRIPTION OF POSITION:**

(Please include any other pertinent information that is not listed on the attached job description.)

**JUSTIFICATION OF POSITION:**

We are experiencing an increase in the number and types of crimes that are committed with the use of technology. This assistant will be assigned to the Special Prosecution bureau and work on cases of sexual assault, financial exploitation and physical abuse of seniors, and internet based crimes that frequently involve possession and distribution of child pornography.

**Is this new position a result of a state or federal mandate?**

Yes  No

(If so, please include the statutory citation.)

**DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:**

Provide greater service to the people of Kane County, hold violent and sophisticated offenders accountable in the criminal justice system.

## **JOB DESCRIPTION**

**JOB TITLE: Assistant State's Attorney – Financial Crimes/Internet**

**FLSA:**   X               
          Exempt      Non-Exempt

### **GENERAL SUMMARY:**

Responsible for prosecuting files assigned to each Assistant State's Attorney. Each ASA will prepare court documents, interview police officers and civilian witnesses, research legal issues, prepare trial exhibits, conduct hearings and trials as needed on each file. Participate in meetings and task force duties as assigned by the State's Attorney.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Uphold the laws, Illinois Constitution and U.S. Constitution
2. Review police reports for filing of indictments/complaints
3. Prepare court documents for filing on each case
4. Answer Discovery on each file
5. Prepare each file for hearing or trial
6. Interview witnesses
7. Review case files with supervisor
8. Research legal issues and prepare arguments for each case
9. Prepare files for each court call
10. Attend training as out lined by the State's Attorney
11. Attend meetings as request by State's Attorney
12. Work with local/state law enforcement on financial/internet crime investigations.
13. Provide training to law enforcement for financial/internet.
14. Provide vertical prosecution for financial/internet/elder crimes.

### **BEHAVIOR EXPECTATIONS:**

- Ensures confidentiality and privacy at all times
- Treats others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same
- Willingly flexes to meet changing workload demands and priorities
- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines, and reports

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Each ASA must have an understanding of the Illinois Criminal and Civil codes as they apply to their assignments.
2. Each ASA must understand and follow the Rules of Professional Conduct.
3. Each ASA must have the ability to handle high volume court calls.
4. Each ASA must establish and maintain satisfactory working relationships with the judiciary and defense bar.
5. Each ASA must have a J.D. and valid Illinois Law License at all times.
6. Must have a valid Illinois driver's license

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, phone, fax, copier, Lexis or Westlaw

**REPORTING RELATIONSHIPS:**

Reports to: Chief of Criminal Division

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

# NEW PERSONNEL JUSTIFICATION FORM

**Department:** State's Attorney's Office

**Name of Preparer:** Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

**PERSONNEL DETAIL:**

Fund/Dept/Sub-Dept: 001.300.300

Job Title	Job Classification	Salary Range
Assistant State's Attorney	Assistant State's Attorney	55,000 - 60,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$55,000	
45100	FICA/SS (7.65%)	\$4,207.50	
45200	IMRF (8.04%)	\$4,422.00	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$1,149.50	
53010	Worker's Compensation (2.55%)	\$1,402.50	
53020	Unemployment (0.06%)	\$33.00	
	Other		
	<b>TOTAL</b>	<b>\$93,556</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes    No        Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
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**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

please turn over

**DESCRIPTION OF POSITION:**  
(Please include any other pertinent information that is not listed on the attached job description.)

**JUSTIFICATION OF POSITION:**

The number of juvenile abuse/neglect cases are increasing this year. The increase is likely do to the death of a child in another County who was being monitored by DCFS. The increase in referrals to the office will likely continue with the increase in DCFS oversight.

**Is this new position a result of a state or federal mandate?** Yes  No   
(If so, please include the statutory citation.)

**DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:**

Provide a high level of service to victims of child abuse and expedite the proceedings in juvenile court so placement of children in a safe environment can occur more quickly.

# **JOB DESCRIPTION**

**Job Title: Assistant State's Attorney/Abuse & Neglect**

**FLSA:**   X           
**Exempt Non-Exempt**

## **GENERAL SUMMARY:**

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Prosecute Abuse, Neglect and Dependency cases from Shelter Care Hearings to Termination of Parental Rights Hearing.
2. Various types of motion practice, including but not limited to, change of custody and guardianship, substance abuse motions, petitions to revoke, and visitation.
3. Negotiates successful outcomes of abuse and neglect and dependency matters to resolve issues in the "best interest" of the minor.
4. Draft all relevant documents as it pertains to abuse and neglect in dependency issues.
5. Review, evaluate and screen factual issues to determine if the matter should be filed upon and brought into court.
6. Review medical, physiological, psychiatric, and substance abuse records to evaluate the strengths and weakness of a case.
7. Create and present training programs for DCFS, CASA, and various agencies in Kane County.
8. Interact and maintain on going relationships with DCFS, Catholic Charities, CASA, and various agencies to facilitate successful outcomes of abuse Neglect and Dependency cases.
9. Interacts and assigns work to the Support Staff.
10. Implements and carry out courtroom procedures.

## **BEHAVIOR EXPECTATIONS:**

- Ensures confidentiality and privacy at all times
- Treats others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same
- Willingly flexes to meet changing workload demands and priorities
- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines, and reports

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Each ASA must have an understanding of the Illinois Criminal and Civil codes as they apply to their assignments.
2. Each ASA must understand and follow the Rules of Professional Conduct.
3. Each ASA must have the ability to handle high volume court calls.
4. Each ASA must establish and maintain satisfactory working relationships with the judiciary and defense bar.
5. Each ASA must have a J.D. and valid Illinois Law License at all times.
6. Must have a valid Illinois drivers license

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, phone, fax, copier, Lexis or Westlaw

**REPORTING RELATIONSHIPS:**

Reports to: 1<sup>st</sup> Chair of Abuse & Neglect Division

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.



# NEW PERSONNEL JUSTIFICATION FORM

**Department:** State's Attorney's Office

**Name of Preparer:** Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

<b>PERSONNEL DETAIL:</b>		
Fund/Dept/Sub-Dept:	001.300.300	
<b>Job Title</b>	<b>Job Classification</b>	<b>Salary Range</b>
Assistant State's Attorney	Assistant State's Attorney	55,000 - 60,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$55,000	
45100	FICA/SS (7.65%)	\$4,207.50	
45200	IMRF (8.04%)	\$4,422.00	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$1,149.50	
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53020	Unemployment (0.06%)	\$33.00	
	Other		
	<b>TOTAL</b>	<b>\$93,556</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes    No        Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
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**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

please turn over

**DESCRIPTION OF POSITION:**

**(Please include any other pertinent information that is not listed on the attached job description.)**

**JUSTIFICATION OF POSITION:**

The drug unit handles complex drug cases which involve trafficking, money laundering and often investigations across state lines. These cases often involve informants and multiple public agencies. The drug unit is currently staffed by two ASA's. The workload is more than two ASA's should handle.

**Is this new position a result of a state or federal mandate?**

Yes  No

(If so, please include the statutory citation.)

**DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:**

Coordinate on-going and long term drug trafficking investigations involving heroin and cocaine in a single prosecution unit with the goal of pursuing justice and shortening the time cases take to resolve, reduce the number of days defendants are in Kane County Jail at the expense of local taxpayers before the start of a prison term where the expense of incarceration is shared across the state.

## **JOB DESCRIPTION**

**JOB TITLE: Assistant State's Attorney – Drug Prosecution**

FLSA:   X               
Exempt      Non-Exempt

### **GENERAL SUMMARY:**

Responsible for prosecuting files assigned to each Assistant State's Attorney. Each ASA will prepare court documents, interview police officers and civilian witnesses, research legal issues, prepare trial exhibits, conduct hearings and trials as needed on each file. Participate in meetings and task force duties as assigned by the State's Attorney.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Uphold the laws, Illinois Constitution and U.S. Constitution
2. Review police reports for filing of indictments/complaints
3. Prepare court documents for filing on each case
4. Answer Discovery on each file
5. Prepare each file for hearing or trial
6. Interview witnesses
7. Review case files with supervisor
8. Research legal issues and prepare arguments for each case
9. Prepare files for each court call
10. Attend training as out lined by the State's Attorney
11. Attend meetings as request by State's Attorney

### **BEHAVIOR EXPECTATIONS:**

- Ensures confidentiality and privacy at all times
- Treats others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same
- Willingly flexes to meet changing workload demands and priorities
- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines, and reports

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Each ASA must have an understanding of the Illinois Criminal and Civil codes as they apply to their assignments.
2. Each ASA must understand and follow the Rules of Professional Conduct.
3. Each ASA must have the ability to handle high volume court calls.

4. Each ASA must establish and maintain satisfactory working relationships with the judiciary and defense bar.
5. Each ASA must have a J.D. and valid Illinois Law License at all times.
6. Must have a valid Illinois driver's license

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, phone, fax, copier, Lexis or Westlaw

**REPORTING RELATIONSHIPS:**

Reports to: Chief of Criminal Division

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

# NEW PERSONNEL JUSTIFICATION FORM

**Department:** State's Attorney

**Name of Preparer:** Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

**PERSONNEL DETAIL:**  
Fund/Dept/Sub-Dept: 001.300.300

Job Title	Job Classification	Salary Range
Records Clerk	Records Clerk	28,000 - 30,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$28,000	
45100	FICA/SS (7.65%)	\$2,142.00	
45200	IMRF (8.04%)	\$2,251.20	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$585.20	
53010	Worker's Compensation (2.55%)	\$714.00	
53020	Unemployment (0.06%)	\$16.80	
	Other		
	<b>TOTAL</b>	<b>\$61,050</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes    No        Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

  
  

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
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**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

please turn over

**DESCRIPTION OF POSITION:**  
(Please include any other pertinent information that is not listed on the attached job description.)

**JUSTIFICATION OF POSITION:**  
Needed to support addition of a records division. The State's Attorney's Office is receiving more and more electronic discovery. Each police department has their own system and it is very difficult and time consuming to download everything. A records division would be responsible for receiving, forwarding and maintaining this discovery.

**Is this new position a result of a state or federal mandate?** Yes  No   
(If so, please include the statutory citation.)

**DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:**

# JOB DESCRIPTION

**Job Title: Records Clerk**

**FLSA:** \_\_\_\_\_   x    
**Exempt**            **Non-Exempt**

**GENERAL SUMMARY:** Provides administrative and secretarial support to assist the State's Attorney and First Assistant in a professional, efficient and confidential manner.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Create new folders and files, ensuring files are complete
2. Process and scan files to be entered into computer in digital database
3. Entering, and updating complete and accurate information into database of records
4. Work with electronic storage media, such as hard drives, CD-ROMs and thumb drives
5. Sound knowledge of legal terminology, court procedures, and organizing records
6. Excellent time-management, organizational, and communication skills
7. Other duties as assigned;

## **BEHAVIOR EXPECTATIONS**

- Ensures confidentiality and privacy at all times
- Treat others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same
- Willingly flexes to meet changing workload demands and priorities
- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines. Reports.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Computer, basic word processing and some excel experience
2. Communicates effectively both orally and in writing
3. Organized, capable of prioritizing
4. Self starter

## **WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment

## **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, phone, fax, copier, Dictaphone, scanner

## **REPORTING RELATIONSHIPS:**

Reports to: Executive Assistant

Directs Work of: None

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

# NEW PERSONNEL JUSTIFICATION FORM

**Department:** State's Attorney

**Name of Preparer:** Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

<b>PERSONNEL DETAIL:</b>		
Fund/Dept/Sub-Dept:	001.300.300	
<b>Job Title</b>	<b>Job Classification</b>	<b>Salary Range</b>
Records Clerk	Records Clerk	28,000 - 30,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$28,000	
45100	FICA/SS (7.65%)	\$2,142.00	
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	Other		
	<b>TOTAL</b>	<b>\$61,050</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes    No        Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
------	------------	--------

**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

please turn over



**DESCRIPTION OF POSITION:**  
(Please include any other pertinent information that is not listed on the attached job description.)

**JUSTIFICATION OF POSITION:**

Needed to support addition of a records division. The State's Attorney's Office is receiving more and more electronic discovery. Each police department has their own system and it is very difficult and time consuming to download everything. A records division would be responsible for receiving, forwarding and maintaining this discovery.

**Is this new position a result of a state or federal mandate?** Yes  No   
(If so, please include the statutory citation.)

**DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:**

# JOB DESCRIPTION

**Job Title: Records Clerk**

**FLSA:**          x    
**Exempt** **Non-Exempt**

**GENERAL SUMMARY:** Provides administrative and secretarial support to assist the State's Attorney and First Assistant in a professional, efficient and confidential manner.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Create new folders and files, ensuring files are complete
2. Process and scan files to be entered into computer in digital database
3. Entering, and updating complete and accurate information into database of records
4. Work with electronic storage media, such as hard drives, CD-ROMs and thumb drives
5. Sound knowledge of legal terminology, court procedures, and organizing records
6. Excellent time-management, organizational, and communication skills
7. Other duties as assigned;

## **BEHAVIOR EXPECTATIONS**

- Ensures confidentiality and privacy at all times
- Treat others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same
- Willingly flexes to meet changing workload demands and priorities
- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines. Reports.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Computer, basic word processing and some excel experience
2. Communicates effectively both orally and in writing
3. Organized, capable of prioritizing
4. Self starter

## **WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment

## **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, phone, fax, copier, Dictaphone, scanner

## **REPORTING RELATIONSHIPS:**

Reports to: Executive Assistant

Directs Work of: None

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

# NEW PERSONNEL JUSTIFICATION FORM

**Department:** State's Attorney

**Name of Preparer:** Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

**PERSONNEL DETAIL:**  
 Fund/Dept/Sub-Dept: 001.300.300

Job Title	Job Classification	Salary Range
Bilingual Investigator	Bilingual Investigator	55,000 - 60,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$55,000	
45100	FICA/SS (7.65%)	\$4,207.50	
45200	IMRF (8.04%)	\$4,422.00	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$1,149.50	
53010	Worker's Compensation (2.55%)	\$1,402.50	
53020	Unemployment (0.06%)	\$33.00	
	Other		
	<b>TOTAL</b>	<b>\$93,555</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes    No        Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

  
  
  

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
------	------------	--------

**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

  
  
  

please turn over

**DESCRIPTION OF POSITION:**

**(Please include any other pertinent information that is not listed on the attached job description.)**

Investigator trained in witness interview techniques, bilingual trial support.

**JUSTIFICATION OF POSITION:**

Provide support to prosecutors in our prosecution units handling sexual assault, financial crimes and domestic violence. The investigator will work directly with prosecutors to locate and interview witnesses.

**Is this new position a result of a state or federal mandate?**

Yes  No

(If so, please include the statutory citation.)

**DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:**

Reduce the number of continuances due to missing witnesses or incomplete investigations and/or witness interviews.

# JOB DESCRIPTION

**Job Title: Bilingual Investigator**

**FLSA:** \_\_\_\_\_  \_\_\_\_\_  
**Exempt Non-Exempt**

**GENERAL SUMMARY:** Provides investigative support to the office.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Responsible for attempting to serve legal papers on short notice for the attorney staff.
2. Responsible for attempting to serve legal papers that the Sheriff's Office was unable to serve for trials and hearings.
3. Assigned investigations directly from the State's Attorney and Assistant State's Attorneys after approval from State's Attorney.
4. Occasionally assigned to furnish transportation for witnesses to court.
5. Preparation of Grand Jury Duces Tecum affidavits when called upon by Assistant State's Attorneys.
6. Occasionally called upon to make arrests when appropriate or when making an arrest would help facilitate an assignment.
7. Performing numerous requests by attorneys to research the whereabouts of witnesses.
8. Other duties as assigned.
9. Assist Assistant State's Attorneys with post-conviction petition investigations.

## **BEHAVIOR EXPECTATIONS**

- Ensures confidentiality and privacy at all times
- Treat others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same
- Willingly flexes to meet changing workload demands and priorities
- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines. Reports.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Bilingual in English/Spanish
2. Computer, basic word processing
3. Communicates effectively both orally and in writing
4. Organized, capable of prioritizing
5. Self starter

## **WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment

## **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer

## **REPORTING RELATIONSHIPS:**

Reports to: State's Attorney

Directs Work of: None

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# NEW PERSONNEL JUSTIFICATION FORM

Department: State's Attorney

Name of Preparer: Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

**PERSONNEL DETAIL:**  
 Fund/Dept/Sub-Dept: 010.300.320

Job Title	Job Classification	Salary Range
Administrative Assistant	Administrative Assistant	28,000 - 30,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$28,000	
45100	FICA/SS (7.65%)	\$2,142.00	
45200	IMRF (8.04%)	\$2,251.20	choose IMRF or SLEP - delete amount not applicable
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53020	Unemployment (0.06%)	\$16.80	
	Other		
	<b>TOTAL</b>	<b>\$61,050</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes      No      Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

  
  
  

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
------	------------	--------

**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

  
  
  

please turn over

<b>DESCRIPTION OF POSITION:</b>	
<b>(Please include any other pertinent information that is not listed on the attached job description.)</b>	
Civil Division support staff to assist attorneys in processing litigation documents for mental health court and asset forfeitures.	
<b>JUSTIFICATION OF POSITION:</b>	
Increasing mental health court filings indicate for the year 2019 over 200 petitions will be filed, all of which require the State's Attorney's Office to review, file, and process a significant amount of documents in support of the healthcare community that is acting to address area needs. Further, asset forfeitures are no by general order processed in the Civil Courthouse, requiring a significant amount of resources to carry through on the increase procedural requirements placed on forfeitures by the State legislature.	
<b>Is this new position a result of a state or federal mandate?</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
(If so, please include the statutory citation.)	
<b>DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:</b>	
By statute, the State's Attorney's Office is required to attend the presentation and review of mental health court filings in court by 405 ILCS 5/3-101(a). Additionally, the State's Attorney's Office is required by statute to process and prosecute asset forfeitures in support of the law enforcement community by 55 ILCS 5/3-9005(a)(1).	

# **JOB DESCRIPTION**

**JOB TITLE:** Secretarial/Civil

**FLSA:** \_\_\_\_\_   X    
          Exempt   Non-exempt

**GENERAL SUMMARY:** Responsible for assistance to the attorneys assigned to the Civil Division. Responsible for typing correspondences and revising same. Responsible for gathering files for court calls and re-filing files after court calls. Also responsible for filing with the Clerk's office initial pleadings and obtaining from the Clerk's office the initial court dates. File mail and any received motions/pleadings into appropriate files.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Type letters, briefs, pleadings and related motions.
2. Sort and deliver mail and all reviewed materials including motions and pleadings.
3. Gather files for court calls and re-file after court call.
4. Handle calls from general public and clients served by Civil Division and direct to appropriate attorney.
5. Strong customer service skills.

## **BEHAVIOR EXPECTATIONS:**

- Ensures confidentiality and privacy at all times
- Treat others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands priorities
- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines, and reports.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Proficiency and ability to use computer system utilized by State's attorney's office, including Word, LEADS, TCX, Access, and a calculator
2. Ability to transcribe from Dictaphone
3. Ability to prepare subpoenas and service of process
4. Strong customer service skills

## **WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment

## **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, phone, fax, copier, calculator



**REPORTING RELATIONSHIPS:**

Reports to: Chief of Civil Division

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

# NEW PERSONNEL JUSTIFICATION FORM

**Department:** State's Attorney

**Name of Preparer:** Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

<b>PERSONNEL DETAIL:</b>		
Fund/Dept/Sub-Dept:	010.300.320	
<b>Job Title</b>	<b>Job Classification</b>	<b>Salary Range</b>
Assistant State's Attorney	Assistant State's Attorney	55,000 - 60,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$55,000	
45100	FICA/SS (7.65%)	\$4,207.50	
45200	IMRF (8.04%)	\$4,422.00	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$1,149.50	
53010	Worker's Compensation (2.55%)	\$1,402.50	
53020	Unemployment (0.06%)	\$33.00	
	Other		
	<b>TOTAL</b>	<b>\$93,555</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes      No      Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
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**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

please turn over

<b>DESCRIPTION OF POSITION:</b>	
<b>(Please include any other pertinent information that is not listed on the attached job description.)</b>	
Civil Division Assistant State's Attorney	
<b>JUSTIFICATION OF POSITION:</b>	
To address the increasing litigation workload arising as a result of expanding procedural requirements placed on the prosecution of asset forfeitures by the State Legislature and by the transfer to the Civil Court house the asset forfeiture court call. Additionally to attend, review, and prosecute the increasing number of mental health court petitions which are being filed, which this year will exceed 200. This position is to structurally permit the State's Attorney to assign an assistant state's attorney to each of the the forfeiture and mental health court calls to more efficiently prosecute all these matters for both the healthcare and law enforcement communities.	
<b>Is this new position a result of a state or federal mandate?</b>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>
(If so, please include the statutory citation.)	
<b>DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:</b>	
The State's Attorney's Office is required by statute to both attend and litigate petitions filed in the mental health court by 405 ILCS 5/3-101(a) and the asset forfeiture court docket by 55 ILCS 5/3-9005(a)(1). The objective of the statutes, and the State's Attorney's Office, is to effectively represent both the healthcare and law enforcement communities, which are facing increasing challenges which require additional attention in litigation.	

# **JOB DESCRIPTION**

**JOB TITLE:** Assistant State's Attorney/Civil

**FLSA:**   X                    
Exempt      Non-exempt

**GENERAL SUMMARY:** Responsible for providing legal advice and representation to Kane County board, elected officials, department heads and employees with respect to various legal issues. Draft appropriate pleadings and motions. Conduct research and discovery in all appropriate cases. Review complex files for drafting of motions and responses. Appear in court and conduct all hearings and trials. Also respond to complaints of violations of the Illinois Open Meetings act and Illinois Election Code.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Assist individual clients by answering questions, reviewing documents,, contracts and providing legal advice regarding various legal issues.
2. Review and prepare for weekly court calls
3. Appear in court and handle motion hearings and trials.
4. Conduct discovery in all appropriate cases and review all discovery responses
5. Conduct depositions in preparation for hearings and litigation
6. Research various legal issues.

## **BEHAVIOR EXPECTATIONS:**

- Ensures confidentiality and privacy at all times
- Treat others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same
- Willingly flexes to meet changing workload demands and priorities
- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines, and reports.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Law Degree from an accredited law school. Licenses to practice law in the State of Illinois.
2. Ability to work with large volume of cases efficiently
3. Ability to conduct hearings and trials
4. Ability to conduct legal research and ability to draft pleadings, motions and letters.
5. Ability to use computer systems licensed by State's Attorney's Office, including TCX, Access, Word, and Lexis or Westlaw.
6. Strong customer service skills

7. Establish and maintain satisfactory relationship with county elected officials, department heads and employees.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, phone, fax, copier, calculator, legal research on lexis or law library.

**REPORTING RELATIONSHIPS:**

Reports to: Chief of Civil Division

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

# NEW PERSONNEL JUSTIFICATION FORM

Department: State's Attorney

Name of Preparer: Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

<b>PERSONNEL DETAIL:</b>		
Fund/Dept/Sub-Dept:	010.300.320	
<b>Job Title</b>	<b>Job Classification</b>	<b>Salary Range</b>
Assistant State's Attorney	Assistant State's Attorney	70,000 - 75,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$70,000	
45100	FICA/SS (7.65%)	\$5,355.00	
45200	IMRF (8.04%)	\$5,628.00	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$1,463.00	
53010	Worker's Compensation (2.55%)	\$1,785.00	
53020	Unemployment (0.06%)	\$42.00	
	Other		
	<b>TOTAL</b>	<b>\$111,614</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes      No      Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
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**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

please turn over

<b>DESCRIPTION OF POSITION:</b> (Please include any other pertinent information that is not listed on the attached job description.)	
Assistant State's Attorney	
<b>JUSTIFICATION OF POSITION:</b>	
To assist in the increasing workload of the Civil Division in litigating expungements, Firearms Owner Identification Card applications by former defendants, in training of other government agencies in the presentation of mental health petitions and document processing, as well as litigation in the federal courts on civil rights matters. Additionally, the County Board Ethics Ordinance requested the State's Attorney's Office do document review of D-2 filings, Statements of Economic Interest, and other filings for compliance purposes with the Ethics Ordinance, but has never funded the time required to carry this out.	
<b>Is this new position a result of a state or federal mandate?</b> <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>	
(If so, please include the statutory citation.)	
<b>DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:</b>	
To carry out the duties required by 55 ILCS 5/3-9005 and the Kane County Ethics Ordinance.	

# **JOB DESCRIPTION**

**JOB TITLE: Assistant State's Attorney/Civil**

**FLSA:**      X                      
          Exempt        Non-exempt

**GENERAL SUMMARY:** Responsible for providing legal advice and representation to Kane County board, elected officials, department heads and employees with respect to various legal issues. Draft appropriate pleadings and motions. Conduct research and discovery in all appropriate cases. Review complex files for drafting of motions and responses. Appear in court and conduct all hearings and trials. Also respond to complaints of violations of the Illinois Open Meetings act and Illinois Election Code.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Assist individual clients by answering questions, reviewing documents,, contracts and providing legal advice regarding various legal issues.
2. Review and prepare for weekly court calls
3. Appear in court and handle motion hearings and trials.
4. Conduct discovery in all appropriate cases and review all discovery responses
5. Conduct depositions in preparation for hearings and litigation
6. Research various legal issues.

## **BEHAVIOR EXPECTATIONS:**

- Ensures confidentiality and privacy at all times
- Treat others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same
- Willingly flexes to meet changing workload demands and priorities
- Works cooperatively with other employees to complete the work
- Displays punctuality in all activities such as work attendance, project deadlines, and reports.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Law Degree from an accredited law school. Licenses to practice law in the State of Illinois.
2. Ability to work with large volume of cases efficiently
3. Ability to conduct hearings and trials
4. Ability to conduct legal research and ability to draft pleadings, motions and letters.
5. Ability to use computer systems licensed by State's Attorney's Office, including TCX, Access, Word, and Lexis or Westlaw.
6. Strong customer service skills



7. Establish and maintain satisfactory relationship with county elected officials, department heads and employees.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, phone, fax, copier, calculator, legal research on lexis or law library.

**REPORTING RELATIONSHIPS:**

Reports to: Chief of Civil Division

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

# NEW PERSONNEL JUSTIFICATION FORM

**Department:** State's Attorney

**Name of Preparer:** Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

<b>PERSONNEL DETAIL:</b>		
Fund/Dept/Sub-Dept:	230.300.301	
<b>Job Title</b>	<b>Job Classification</b>	<b>Salary Range</b>
Bilingual Case Manager	Case Manager	28,000 - 30,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$28,000	
45100	FICA/SS (7.65%)	\$2,142.00	
45200	IMRF (8.04%)	\$2,251.20	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$585.20	
53010	Worker's Compensation (2.55%)	\$714.00	
53020	Unemployment (0.06%)	\$16.80	
	Other		
	<b>TOTAL</b>	<b>\$61,050</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes      No          Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
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**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

please turn over

**DESCRIPTION OF POSITION:**

(Please include any other pertinent information that is not listed on the attached job description.)

**JUSTIFICATION OF POSITION:**

In the past five years, new open cases have increased 27% and charged criminal cases have increased 23% in the last year. In addition, the number of new children being served at the CAC has increased by 37% in five years. In 2018 calendar year, 608 child forensic interviews were conducted with 160 of those speaking Spanish. There were also 71 Spanish speaking suspects interviewed, 26 adult Spanish speaking witnesses interviewed and 30 Spanish speaking child witnesses interviewed showing a 31% increase in the forensic interviews from last year. Over 45% of cases referred to the CAC are Spanish speaking. The CAC does not have a Spanish speaking investigator and there is only one victim advocate who is bilingual. This increase in the total number of new investigations that are being referred to the CAC along with the increase of Spanish speaking referrals has impacted our program in higher caseloads for investigators and advocates. This can sometimes cause delays to the investigations and in getting the families the trauma services they required to being to heal from the effects of child maltreatment in their family.

Is this new position a result of a state or federal mandate?

Yes  No

(If so, please include the statutory citation.)

**DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:**

By filling the position of an additional bilingual Spanish speaking victim advocate we are providing services to victims and families in their primary language leading to culturally competent advocacy. The additional advocate will meet the goals of informing the families of their victims' rights and providing crime victims compensation.

# JOB DESCRIPTION

**Job Title: Child Advocacy/Bi-lingual Advocate**

FLSA: \_\_\_\_\_   X    
Exempt    Non-Exempt

**GENERAL SUMMARY:** Maintains supportive contact with families from point of case initiation; includes but not limited to providing information, tracking, translating and advocacy support.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Initiate contact with victims and families during the investigative process.
2. Provides crisis intervention and ongoing support to victims and families.
3. Accompanies the victim and family through legal and medical systems.
4. Makes appropriate referrals for needed services.
5. Identifies community resources
6. Answers questions about issues related to child sexual and severe physical abuse.
7. Follows up with clients to determine satisfaction with referral sources
8. Participates in all Team Review meetings
9. Maintains team master file.
10. Responsible for all computer check, LEADS, JANO, SOS, CAC
11. Provides presentations to schools, community agencies and law enforcement organizations about child victimization and available service.
12. Spanish translation for the victim, family and attorney.
13. All other duties as assigned.

## **BEHAVIOR EXPECTATIONS:**

- Ensures confidentiality and privacy at all times.
- Treat others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Works cooperatively with other employees to complete the work.
- Displays punctuality in all activities such as work attendance, project deadlines and reports.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Bachelor's degree in Human Services field with commensurate experience with child sexual abuse cases or in case management.
2. Sensitivity to child victimization and family systems
3. Strong communication skills
4. Knowledge of community resources.
5. Able to work well with a variety of disciplines
6. Aggressive outreach skills
7. Bi-lingual English and Spanish (speak, read and write)

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

General office environment, Drive vehicle to perform duties

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Computer, phone fax, copier

**REPORTING RELATIONSHIPS:**

Reports to: Child Advocacy Director.

Works as part of a multidisciplinary team along with criminal investigators, child protection workers, prosecutors, medical professionals, treatment specialists and others who may be involved in the case.

Directs Work of: None

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.

# NEW PERSONNEL JUSTIFICATION FORM

**Department:** State's Attorney

**Name of Preparer:** Christy DeChristopher

*Please attach the following additional documentation to this form:*

**JOB DESCRIPTION**

**PERSONNEL DETAIL:**  
 Fund/Dept/Sub-Dept: 230.300.301

Job Title	Job Classification	Salary Range
Bilingual Investigator	Bilingual Investigator	50,000 - 55,000

**LINE ITEM EXPENDITURES:**

Line Item	Description	Amount	
40000	Salary and Wages	\$50,000	
45100	FICA/SS (7.65%)	\$3,825.00	
45200	IMRF (8.04%)	\$4,020.00	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (22.66%)		choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	contact Finance for rate or enter rate most applicable to position
45010	Dental	\$681	contact Finance for rate or enter rate most applicable to position
53000	Insurance Liability (2.09%)	\$1,045.00	
53010	Worker's Compensation (2.55%)	\$1,275.00	
53020	Unemployment (0.06%)	\$30.00	
	Other		
	<b>TOTAL</b>	<b>\$87,536</b>	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)

Yes    No        Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

  
  

**FUND BREAKOUT (IF APPLICABLE):**

Fund	% Breakout	Amount
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**JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):**

  
  

please turn over

**DESCRIPTION OF POSITION:**  
(Please include any other pertinent information that is not listed on the attached job description.)

**JUSTIFICATION OF POSITION:**

In the past five years, new open cases have increased 27% and charged criminal cases have increased 23% in the last year. In addition, the number of new children being served at the CAC has increased by 37% in five years. In 2018 calendar year, 608 child forensic interviews were conducted with 160 of those speaking Spanish. There were also 71 Spanish speaking suspects interviewed, 26 adult Spanish speaking witnesses interviewed and 30 Spanish speaking child witnesses showing a 31% increase in the forensic interviews from last year. Over 45% of cases referred to the CAC are Spanish speaking. The CAC does not have a Spanish speaking investigator and there is only one victim advocate who is bilingual. This increase in the total number of new investigations that are being referred to the CAC along with the increase of Spanish speaking referrals has impacted our program in higher caseloads for investigators and advocates. This can sometimes cause delays to the investigations and in getting the families the trauma services they require to begin to heal from the effects of child maltreatment in their family. Additional funding for a bilingual investigator would help alleviate this negative impact and would help the CAC obtain our goals of providing investigations and services in a child-focused and trauma sensitive nature.

**Is this new position a result of a state or federal mandate?** Yes  No   
(If so, please include the statutory citation.)

**DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:**

By filling the position of a bilingual Spanish speaking investigator we are providing services to victims and families in their primary language leading to culturally competent advocacy.

## **JOB DESCRIPTION**

**Job Title: CAC Bilingual Investigator**

**FLSA:**  Exempt  Non-Exempt

**GENERAL SUMMARY:** The Criminal Investigator shall have countywide jurisdiction and will possess all of the authority of Peace Officers as set forth in the Illinois Compiled Statutes. The Criminal Investigator will participate in the forensic interview of child victims and will be responsible for collecting all relevant information and performing all duties necessary to determine the validity of sexual or severe physical abuse allegations regardless of referral source.

### **PRINCIPLE DUTIES AND RESONSIBILITIES:**

1. Establish contact with victims and families during the investigative process.
2. Conduct forensic interview of victims alleging sexual or physical abuse.
3. Assess case situation for child safety and further investigative action.
4. Complete investigative duties.
5. Prepare and maintain written documentation of investigation.
6. Participates in all Team Review meetings.
7. Bilingual in Spanish to English, English to Spanish.

### **BEHAVIOR EXPECTATIONS:**

- Ensures confidentiality and privacy at all times.
- Treat others with courtesy and respect in all interactions
- Is open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Works cooperatively with other employees to complete the work.
- Displays punctuality in all activities such as work attendance, project deadlines and reports.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRES:**

1. Certification by Illinois Law Enforcement Training and Standards Board
2. Bachelor's degree in law enforcement or criminal justice preferred or the equivalent combination of education and commensurate experience in investigative and general police procedure.
3. Experience with child abuse investigation preferred
4. Knowledge of and sensitivity to child victimization and family systems.
5. Knowledge of legal requirements and court process.
6. Strong communication skills.



7. Able to work well with a variety of disciplines.

**REPORTING RELATIONSHIPS:**

Reports to: Child Advocacy Director

Works as part of a multidisciplinary team along with child protective investigators, prosecutors, medical professionals, treatment specialists and others who may be involved in the case.

Directs Work of: None

This statement describes the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, as the needs of the division may change from time to time.