

**OFFICE OF THE ILLINOIS ATTORNEY GENERAL
JOB DESCRIPTION**

Position: Senior Assistant Attorney General

Bureau: Various

Summary of Duties and Responsibilities:

A Senior Assistant Attorney General conducts complex legal research and represents the Attorney General in legal proceedings as assigned. The Senior Assistant Attorney General shall independently make prosecutorial and other litigation decisions. He or she shall prepare and try cases in various courts, interview witnesses, prepare motions and conduct research for future trials. The Senior Assistant Attorney General shall respond to pretrial motions filed by defendants. He or she shall attend various courts for arraignments, hearings, pretrial and post trial motions. The work is performed under the general supervision of a Bureau Chief or Assistant Bureau Chief.

Minimum Qualifications:

This position requires knowledge of the principles of civil and criminal law and of the methods and practices of pleading, discovery and litigation; knowledge of judicial procedures and of the rules of evidence; knowledge of the principles, methods, materials, practices and references utilized in legal research. The position requires completion of the core curriculum for graduation from an accredited law school and experience in the practice of law and in trial of appellate work along with approximately 10 years experience in the Attorney General's office as an Assistant Attorney General, or comparable experience in the practice of law. Membership in the Illinois State Bar is required. Other skills required include: analyzing, appraising and organizing facts, evidence and precedents to ascertain the determining aspects of cases and to present such material in a clear and logical form; skills in establishing and maintaining effective work relations with court officials, State Officials, co-workers and the general public. Attendance and the ability to maintain satisfactory working relationships with other employees are essential functions of this position.