**Section 350.350 Administrative Office**

a) Director

 The Director of the State's Attorneys Appellate Service Commission is appointed by and serves at the pleasure of the Board of Commissioners. The Director is responsible for carrying out the rules, regulations and policies established by the Board of Commissioners and has a wide range of authority in overseeing Commission employees and supervising the day-to-day activities of the Commission offices. The Director is authorized to enter into contracts on behalf of the Commission to facilitate the Commission's goals and objectives and to insure efficient and effective agency operation. The Director is responsible for submitting an annual budget to the Commission for its approval and maintaining a close working relationship with the counties participating in the agency's program.

b) Assistant Director

 The Assistant Director assists the Director in the operation of the Commission offices and its assigned programs and acts for the Director in his absence, sickness or unavailability. The Assistant Director will also serve as an ex-officio member of the Commission's Legislative and Continuing Legal Education Committees.

c) Legal Program Coordinator

 The Legal Program Coordinator is the editor of the Commission's Newsletter and Uniform Complaint Book. The Legal Program Coordinator also supervises the semi-annual Trial Advocacy Program and handles special appellate court cases for the Commission.

d) Fiscal Officer

 The Fiscal Officer assists the Director in the preparation of an annual budget. The Fiscal Officer coordinates all expenditures and vouchering procedures, maintains books of account, prepares financial reports for the Director and Board of Commissioners, maintains liaison with the Comptroller's Office, Department of Central Management Services, Auditor General and other state offices.

e) Deputy Fiscal Officer

 The Deputy Fiscal Officer assists the Fiscal Officer and is responsible for the entering of all payment vouchers, the maintenance of all obligations, and the compilation of all reports required to be submitted to the Comptroller's Office.

f) Investigators

 The Investigators are responsible for all proper investigative activities as assigned by the Assistant Director. Investigators shall also provide assistance in conducting training programs at the county level.

g) Director's Secretary

 The Director's Secretary is responsible for all Commission payroll and personnel matters and handles all Commission correspondence of a sensitive and confidential nature. The Director's Secretary serves as secretary to the Board of Commissioners and other Committees as assigned by the Director.

h) Legal Secretaries

 Legal Secretaries are responsible for carrying out all assigned secretarial and clerical duties in the Administrative Office.

(Source: transferred from 2 Ill. Adm. Code 300 (State's Attorney Appellate Service Commission) to 2 Ill. Adm. Code 350 Office of the State's Attorneys Appellate Prosecutor) pursuant to Section 7(e) of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1985, ch. 127, par. 1007(e)) and the State's Attorneys Appellate Prosecutor's Act (Ill. Rev. Stat. 1985 ch. 14, par. 201 et seq.) at 11 Ill. Reg. 1666)