

Champaign County Job Description

Job Title: Executive Assistant
Department: Circuit Court
Reports to: Court Administrator
FLSA Status: Exempt
Grade/Range: I
Prepared Date: August 2020

SUMMARY Assists the Court Administrator in providing comprehensive support to the Presiding Judge of Champaign County by carrying out responsible and complex administrative and fiscal functions in the department; supervises clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists and acts in a confidential capacity to the Court Administrator and Presiding Judge involving department operations including matters regarding the formulation, determination, and effectuation of the management policies of the department. This position is excluded from the bargaining unit.

Provides office support to the Court Administrator and Presiding Judge assists with document drafting and distribution; maintains files and coordinates calendars, schedules, and meetings; prepares reports and correspondence; processes mail; maintains website content; facilitates requests for information and support.

Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment, and maintaining records of purchases and inventory of equipment. Orders all supplies and forms used by judges and staff. Recommends equipment improvements and upgrades while responsible for maintaining technology inventory of the office.

Maintains and produces the judges' bond court schedules and bi-weekly reminders of judges meetings, prepares orders for special jury requests, prepares all jury orders, maintains judges' vacation schedules, prepares payment contracts for contract attorneys, distribution orders for payments from Marriage and Civil Union fund, and jury commissioner appointment orders and bonds. Processes payments to jurors for service.

Assists in departmental budget preparation by gathering data required for budget projections, performing routine mathematical calculations, and completing budget documents. Maintains records of subsequent budgetary expenditures.

Provides administrative support for the Champaign County Law Library and Legal Self-Help Center. Supports the work of project coordinators in consultation with judiciary. With the assistance of the Problem-Solving Court Coordinator, manages the Drug Court Fund. Submits

requisitions for payment, maintains all records pertaining to the Law Library, Drug Court, and Foreclosure Mediation funds, and produces quarterly reports of the fund activity.

Assists in the procurement of grants and monitors grant awards.

Prepares quarterly reports to the Administrative Office of the Illinois Courts, any reports required for awarded grants, and audits receipt and expenditure of grant or contract funds.

Prepares vouchers requesting reimbursement from the state for language interpreter expenses and sexually violent persons cases.

Coordinates the court's language access activities: schedules and compensates interpreters for court hearings, mediations, help center appointments, and jury service; maintains equipment used for remote video interpreting; acquires translated court documents as needed; works with the Court Administrator and Language Access division of AOIC to ensure effective communication with individuals with disabilities or with limited English proficiency. Prepares vouchers requesting reimbursement from the state for interpreting services. Collects and reports data on interpreting services and sends to the Chief Judge quarterly.

Assists the Court Administrator in providing accommodations under the Americans with Disabilities Act for court users.

Attends meetings, training sessions, and conferences as appropriate.

Stands in and acts as back-up for the Court Administrator as needed.

Performs court bookkeeping and compiles accurate financial records including receipt of funds, disbursements, and operational costs. Ensures that accurate and prompt billings are established, costs are charged to proper funds, and payments are received.

Responsible for the preparation of the department's bi-weekly payroll and benefit changes. Computes attendance for department employees and calculates wages; submits records for payment.

Performs personnel tasks for the department. Assists and may be responsible for the hiring procedure, disciplinary action, and the direct supervision of the court clerk and other support staff and the coordination of work direction and assignments pertaining to the county employees of the court. Maintains personnel files. Reviews and posts seniority lists pursuant to AFSCME agreement.

Oversees the coordination of Circuit Court weddings, assigning scheduling and processing duties among support staff as needed. Maintains the Marriage and Civil Union fund pursuant to Supreme Court rules. Works with the Court Administrator to reconcile the fund each month and sends quarterly budget documents to the Chief Judge. Coordinates and complies with AOIC audits.

SUPERVISORY RESPONSIBILITIES Provides direction and periodically supervises 12 to 15 clerical employees. Assists in carrying out supervisory responsibilities in accordance with the collective bargaining agreement, the county's policies, and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Minimum of an associate degree with emphasis in business or public administration and five years of experience in public sector or equivalent combination of education and experience. Management skills are necessary. Experience with budgeting and using Microsoft Excel or similar applications required. Good knowledge of the operations of the court system or county government is preferred.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language and spelling.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY Solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

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. While performing the duties of this job, the employee is frequently required to sit, use hands to handle or feel, and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.