

Champaign County Job Description

Job Title: Coordinator

Department: Circuit Clerk

Reports To: Circuit Clerk or Chief Deputy Circuit Clerk

FLSA Status: Non-Exempt

Employment Status: Bargaining Unit – AFSCME Circuit Clerk

Pay Grade: G

Prepared Date: July 2023

Summary

The Coordinator team is responsible for working together with the Circuit Clerk to facilitate the duties of the office as set forth by the Illinois Supreme Court and by statute, including procedures related to the processing, accepting, reviewing, and reporting of electronically filed cases and documents.

Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Handling of court case records, including but not limited to the receipt, maintenance, processing, filing, e-filing, storage, retrieval, dissemination, destruction, and archiving of court case records, evidence, and exhibits.
- Handling of all procedures related to the processing, acceptance, and review of all electronically filed cases and documents.
- Proper interaction with pro se litigants, courthouse patrons, Judges and their support staff, law enforcement departments and agencies, and other community agencies.
- Using the court automation system and associated programs and applications, office equipment, file tracking system, and file storage systems.
- Using Microsoft Suite, specifically Microsoft Word and Microsoft Excel.
- Provisioning professional and accurate customer support in person, over the phone, in written communication, and in electronic communication.
- Proper handling, processing, tracking, and reporting of court-ordered monies.
- Provides in-person assistance to the Circuit Clerk in coordination, allocation, and tracking of work assignments and performs ongoing quality assurance on work performed.
 - Maintains communication with the Circuit Clerk regarding the execution, quality, and training of work of the Circuit Clerk.

- Assists the Circuit Clerk with the accurate and timely compiling and submission of reports to the Administrative Office of Illinois Courts (AOIC), the Secretary of State, Illinois State Police, other state agencies, Champaign County departments, the outside auditor, and other agencies as needed.
- Maintains competence with the performance of all Legal Clerk, Senior Legal Clerk, and Deputy Clerk activities and serves as backup for the duties of other Coordinators, Deputy Circuit Clerks, Senior Legal Clerks, and Legal Clerks.
- Leads by example with consistent demonstration of professionalism in attitude, demeanor, customer service, teamwork, attendance, punctuality, productivity, and adherence to process and work.
 - Assesses opportunities for departmental improvements and report challenges and suggestions for improvement to the Circuit Clerk.
- Know, understand, and be able to perform the primary duties of the Circuit Clerk's Office efficiently with minimal correction or supervision, consistently demonstrate professional and ethical conduct, be a collaborative, proactive, and positive member of the team, adapt quickly to changing statutes and procedures, and have outstanding written and verbal skills.

Supervisory Responsibilities

No direct supervision but may independently train staff members and supervise the training of other staff.

- Assigns and directs work performed, as directed.
- Addresses complaints and resolves 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 Experience

- Associates degree in related field.
 - Public Administration, Accounting Technology, Business Administration, Bookkeeping, etc.
 - Alternatively, five (5) years of clerical, administrative, and training experience or ten (10) years of directly related experience with increasing responsibilities over time.
- Requires knowledge of modern office procedures and practices, office equipment, computers, and the use of information management systems.

- Requires a thorough knowledge of court procedures and Circuit Clerk recordkeeping and reporting requirements, and the methods and procedures of handling and accounting for money.
- Excellent writing and interpersonal communication skills required.
- Excellent training and process management skills required.
- Excellent attention to detail required.
- Should type error-free at sixty (60) words per minute.
- Expertise and knowledge of policies and procedures as to how cases are processed from inception to conclusion in the various case types set forth by the Administrative Office of the Illinois Courts, and in the administration of the office, including acceptance, distribution, and accounting of monies paid to the office.

Language Skills

- Ability to read and implement documents such as court orders, operating and maintenance instructions, governmental regulations, and procedure manuals.
- Ability to write training guides, routine reports, and professional correspondence.
- Proficient in Microsoft Word and Microsoft Excel.

Mathematical Skills

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

Reasoning Ability

- Ability to design instructions in written, oral, or diagram form.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations

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:

- Stand.
- Walk.
- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Sit.
- Climb or balance.
- Stoop, kneel, or crouch.
- Crawl.
- Lift and/or move up to twenty-five (25) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounter while performing essential functions of this job.

- Busy office environment.
- The noise level is usually moderate.

Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.