

Champaign County Job Description

Job Title: Deputy Circuit Clerk

Department: Circuit Clerk

Reports To: Circuit Clerk or Chief Deputy

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME Circuit Clerk

Prepared Date: April, 2004

SUMMARY Performs or supervises subordinates in the performance of responsible clerical and administrative tasks related to the receipt, review and processing of official records.

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

Supervises clerical staff in the receipt, maintenance, processing and filing of court case records for Traffic, Probate, Civil, Criminal, Support and Small Claims Divisions of the Circuit Clerk.

Prepares and maintains records of filing fees, bond monies, fines and other required payments; accepts and records payments and issues receipts May prepare and/or disburse checks from collected fees and judgements, child support monies and other required payments.

Researches court case files as required and authorized; prepares transcripts of judgements, certified copies of legal documents for attorneys and other types of information; extracts information for the preparation of reports and/or the preparation of documents as required by Statutes and the Courts.

Ensures that necessary documents are included in all case files before submitting them to court.

May receive and process cases; assign docket numbers, submit them to court, set bench trials, issue summons and warrants, record continuances, file probation reports; may notify the Secretary of State and other agencies about completed cases.

Answers the telephone, responds to questions regarding court documents from persons in the legal system, other governmental agencies and the general public.

Supervises the maintenance of court dockets for respective Circuit Court Division, ensures assignment of case numbers and/or indexing of plaintiffs and defendants; oversees the recording and filing of legal documents received for inclusion in pending court cases.

Ensures the submission and return of court case files on court dates; prepares or supervises the preparation of court summons, citations, wage deduction orders and other legal documents as directed.

Drafts and types a variety of correspondence to clients, employers and other authorized parties to effect payment of court-ordered child support.

Prepares and types periodic statistical reports on payments received, activity levels and other data; may operate computer terminal for entering and extracting case data.

Answers written, telephoned and in-person inquiries requiring knowledge of polices established by the office of the Circuit Clerk, Circuit Court and/or applicable state offices.

May be responsible for the security of impounded files.

SUPERVISORY RESPONSIBILITIES Directly supervises 3 to 6 employees in the Circuit Clerk's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; 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 High school diploma or general education degree (GED) with courses in general business and bookkeeping, plus five years of responsible clerical administrative experience; or equivalent combination of education and experience in office/clerical duties. Requires good knowledge of the English language, spelling and mathematics. Requires knowledge of modern office procedures, practices, court procedures, office equipment including on-line computer terminal. Should have thorough knowledge of legal terminology and phrases and rules and regulations of the department.

LANGUAGE SKILLS Ability to read and interpret documents such as legal terminology. Ability to write routine reports and correspondence. Ability to speak effectively before customers or employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY 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 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 use hands to finger, handle or feel, talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move

up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

WORK 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 quiet to moderate.

Note: This job description contains wording 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 to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.