

# Champaign County Job Description

**Job Title:** Executive Assistant

**Department:** Circuit Clerk

**Reports To:** Circuit Clerk

**FLSA Status:** Non-Exempt

**Employment Status:** Non-Bargaining

**Pay Grade:** G

**Prepared Date:** November 2024

## Summary

Assists and acts in a confidential capacity to perform administrative and secretarial duties for the Circuit Clerk of Champaign County including matters regarding the formulation, determination, and effectuation of the management policies of the department regarding labor relations.

## Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Manages the schedule of the Department Head.
  - Arranges appointments and coordinates meetings as required.
- Assists in departmental budget preparation by gathering data required for budget projections, perform routine mathematical calculations such as percentages, and types of budget documents.
  - Maintains records of subsequent budgetary expenditures.
- Serves as payroll backup.
- Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment, and maintaining records of purchases.
  - Responsible for maintaining inventory of general office supplies.
  - Ordering all items needed for day-to-day operations.
- Responsible for general office management tasks such as:
  - Processing mail.
  - Organizing meetings, maintenance of Circuit Clerk web content.
  - Answering Department Head phone line.
  - Serving as primary contact both internally and externally, including all advertising.
- Responsible for several special projects such as:
  - Maintaining records of all Circuit and County Administrative Orders.

- Administration of annual drainage district elections.
- Supervision of Jury Commission.
- Issuance of Jury Summons.
- Coordination of Retired and Senior Volunteer Program (RSVP) volunteers.
- Preparation of all quarterly and annual statistical reporting.
- Maintenance and revision of all Circuit Court forms.
- Serves as the Health and Safety Officer for the Circuit Clerk's Office.
- Processes worker's compensation claims.
- Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers and monitoring compliance.
  - Answers written, telephone, and in-person inquiries from the public regarding departmental procedures.

### Supervisory Responsibilities

- Provides director and may periodically supervise up to ten (10) employees.
- Carries out supervisory responsibilities in accordance with the collective bargaining agreement, the County's principles, and applicable laws.
- Responsibilities include:
  - Interviewing, hiring, training, appraising performance, disciplining, and rewarding employees.
  - Planning, assigning, and directing work.
  - 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 Experience

- Graduation from a two (2) year program with some word processing and personal computer training supplemented by five (5) or more years of administrative experience.
- Requires good knowledge of County government operations.
- Any equivalent combination of education and experience.

#### Language Skills

- Ability to write reports, business correspondence, and policy/procedure recommendations.

- Ability to effectively present information and respond to questions from individuals, groups, and the general public.

### Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and wage rates.

### Reasoning Ability

- Ability to 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 finger, handle, or feel.
- Talk.
- Hear.

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

- Stand.
- Walk.
- Reach with hands and arms.
- Lift and/or move up to fifty (50) 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.

- Normal office conditions.
- The noise level in the work environment is quiet to 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.