

Champaign County Job Description

Job Title: Senior Clerk

Department: Recorder

Reports To: Department Head

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: April, 2004

SUMMARY Performs and provides work direction to subordinates who perform a wide variety of responsible clerical duties associated with processing and maintaining official records.

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

Assigns office work to clerical staff and assists them with any problems or questions.

Trains clerical personnel in correct procedures and changes in procedures.

Interprets and explains regulations, policies and procedures to clerical staff.

Receives and processes papers.

Reviews legal documents going out of the county to ensure that they are properly filled out and meet the requirements of the other state/county.

Answers the telephone, responds to questions, takes messages and transfers calls.

Provides information and assistance to the general public and attorneys who come into the office.

Takes in money received for fees charged, issues receipts and makes up deposits.

Maintains financial records on money received, money earned and refunds.

Compiles data and prepares semiannual reports required by the County.

May serve as a Notary Public to notarize court papers and documents.

May occasionally type letters, reports, forms, etc.

Receives a variety of criminal documents, enters into computer, files documents, posts changes to permanent records.

May receive and process all civil papers to be served in the County on a daily basis.

Takes in money from the public and issues receipts.

SUPERVISORY RESPONSIBILITIES Assigns work to several clerical staff members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include 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 general business and bookkeeping course, plus two years of responsible office/clerical experience and/or training; or equivalent combination of education and experience.

Considerable knowledge of modern office practices and procedures, plus good knowledge of office regulations and procedures. Some skills required in public relations and directing the work of subordinates. Knowledge of office equipment and computer terminals desirable.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, memos and to use good English. Ability to write simple correspondence. Ability to effectively present information to co-workers and the general public.

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 sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; 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, distant vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, 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.