

Champaign County Job Description

Job Title: Deputy Circuit Clerk -- Support

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 in the child support system.

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 Support Division of the Circuit Clerk Department.

Supervises receipting and disbursement of money; implements policy for NSF checks received as payment for support.

Responsible for reading and interpreting court files and Orders and making decisions to create new files in data base; maintains accurate court files by adding, updating and deleting cases on a daily basis.

Analyzes computer program structure to maximize ease of use of these programs by support personnel.

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.

Drafts and types a variety of correspondence to clients, employers and other authorized parties to effect payment of court-ordered child support; supervises the collection of maintenance fees.

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 statutes.

May be responsible for the security of impounded files.

May receive work direction regarding accounting procedures from the department's Financial Manager.

SUPERVISORY RESPONSIBILITIES Directly supervises 2 to 4 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 Bachelor's Degree highly desirable, plus two to three years of responsible administrative management experience; or equivalent combination of education and experience. Requires good knowledge of the basic principles of accounting and/or bookkeeping and automated record keeping. Considerable skill in oral and written communications, organizing and directing the work of subordinates and skill in the operation of computer terminal and awareness of computer software programs. Should be able to interpret legal documents.

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 organization. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, proportions and percentages, Ability to apply concepts of basic algebra and geometry.

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.