

Champaign County Job Description

Job Title: Supervisor of Records

Department: Circuit Clerk

Reports To: Clerk of the Circuit Court

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME Circuit Clerk

Prepared Date: April, 2004

SUMMARY Supervises all employees in the Circuit Clerk's Office as it relates to record keeping.

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

Supervises department employees in all record keeping and maintaining the integrity and security of all Court records. Assists the Clerk of the Circuit Court in planning, coordinating and directing the operations of the office in maintaining all court records for the County, assembling all appeal records, issuing passports and juror's vouchers and accepting payment of all Court ordered monies.

Plans and carries out policies relating to the department's administrative, fiscal and clerical functions. Assists with the development and implementation of departmental policies and interprets it to subordinates for improved office efficiency.

Compiles statistical reports for the Administrative Office of Illinois Courts (AOIC) and other State agencies.

Executes the policies of the Circuit Clerk through planning and establishing office methods and procedures. Advises the Circuit Clerk and assists with the formulation or revision of departmental policies and procedures to conform with legislative requirements.

Prepares and transmits record destruction forms for the AOIC and other state agencies.

Co-ordinates the retrieval and delivery of over 500 case files per day for the purposes of court appearances and in response to requests from the public. Ensures that the off-site storage of non-current records is secure and files retrieved and replaced to and from storage are protected.

Oversees the file tracking system to be able to accurately define the location of any given file at any point in time.

Ensures the storage and delivery of all court exhibits and evidence.

Assists the Circuit Clerk in developing and implementing microfilming of court records and is responsible for executing the procedures for destruction of files and exhibits for that purpose.

Serves as the management representative of all health and safety meetings as required by the Bargaining Unit Contract.

Represents the Circuit Clerk in court as necessary and responds to all complex correspondence pertaining to these divisions.

Performs specialized research as assigned.

Ensures that court records are maintained correctly with open access for the courts and the public.

SUPERVISORY RESPONSIBILITIES Supervises all employees in the department as it pertains to record keeping. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, recommending for hire, training employees; planning, assigning, and directing work; appraising performance; recommending rewards and discipline, addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Associates Degree in Public Administration or a directly related field and two years of responsible clerical and administrative experience. Requires good management skills, a thorough knowledge of the nature of court records and the legal responsibilities for preservation and access; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and interpret documents such as court orders, safety rules, operating and maintenance instructions, governmental regulations and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and 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. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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 primary 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; and talk; or hear. The employee is

occasionally required to sit; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT The characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Busy office environment. The noise level in the work environment is usually 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.