

## **Champaign County Job Description**

**Job Title:** Senior Records Clerk

**Department:** Champaign County Probation and Court Services

**Reports To:** Chief Administrative Probation Officer

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME Courts

**Prepared Date:** April, 2004

**SUMMARY** Performs specialized clerical duties pertaining to the administrative support of all divisions of Court Services. Oversees routine, daily operations of support functions for Court Services.

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

Provides first line contact with all offenders and the general public who enter the Department. Provides directions, instructions, and explanations regarding a variety of general issues which may include information regarding public service, victim impact panel.

May require filing, filing reports into client files, preparing new case files, maintaining open and closed files, maintaining an inventory of supplies and forms; keeping written logs researching prior records of clients; entering, distributing and maintaining records and documents.

Answers the telephone, takes and relays messages.

May act as receptionist; completes file initiation by obtaining information from the offender, parents, agency personnel, the Court or other related departments or entities.

Requires appropriate communications with the judiciary, other persons in the judicial system, outside community organizations, individuals and the public; requires maintaining working relationships with these persons to support the work of the department; requires promoting an awareness and positive image of the department; requires responding to all persons (including clients) with dignity, respect and tact.

Requires responding to employees, co-workers and superiors in a cooperative and constructive manner; requires providing support to other department personnel by responding to requests for information and assistance; requires facilitating a respectful, friendly atmosphere in the workplace.

Organizes filing of microfilm records; may assist in coordinating annual case record microfilming.

May review case conditions for conditional discharge and court supervision cases and note compliance or non-compliance in a written format.

May compose routine correspondence in response to inquiries from the general public.

Completes initial inventory of office supplies and provides information as to supply levels and provides input as to ordering requirements.

Schedules and reschedules appointments for offenders with officers; processes departmental intakes. Prepares blank files for use in departmental procedures; completes information regarding rotation of cases and reports for assignment to officers.

May maintain daily log for registering offenders, public and others who enter the department.

May prepare charts, reports, forms and other documents for use throughout the department.

May prepare calendars, logs, listings, etc. for use in tracking or maintaining various departmental information.

Uses office machines and software to include multiple line telephones, voice mail, document shredder, computer, e-mail, internet, scheduler, contact listings, copier, printers, fax machine, electric stapler, etc. to complete various office tasks.

May be required to perform basic maintenance on office equipment such as changing toner in copier, cartridges in printer, etc., and/or using operating manual to trouble shoot basic problems and/or be required to know and exercise the proper procedure to place a service call.

Required to obtain and maintain NCIC certification; obtains NCIC printouts and responds to officer/departmental requests and needs for NCIC information.

As required, assists supervisor with special projects such as preparing reports, booklets, entering information into various departmental databases.

May be required to assist in special projects on an occasional basis where weekend hours or a shift change is necessary.

**SUPERVISORY RESPONSIBILITIES** May exercise supervision over one other clerical position. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**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 typing, general office procedures and accounting and three years of responsible office/clerical experience or equivalent combination of education and experience. Requires English, spelling and mathematics skills, some knowledge of legal terminology and phrases and

of the methods and procedures of handling and accounting for money. Requires skill in operating office equipment, personal computer and word processing equipment.

**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 orally to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.

**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; talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. 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 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 working conditions. The noise level in the work environment is quiet to moderate.

**NOTE:** 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 to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.