

Champaign County Job Description

Job Title: Court Clerk
Department: Circuit Court
Reports To: Court Administrator
FLSA Status: Non-exempt
Employment Status: Bargaining Unit - AFSCME Courts
Prepared Date: November 2021

SUMMARY Performs a variety of administrative and clerical duties requiring independent judgment to enhance efficient court operations.

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

Attends all court hearings to record information in shorthand or speed writing and transcribes this information onto docket sheets. Prepares the official court dispositions that are reported to the Administrative Office of Illinois Courts.

Responsible for routine correspondence received by the court requiring information or responses to inquiries. Communicates regularly with attorneys and other court customers regarding courtroom business.

Types, proofreads, and distributes opinions, orders, docket entries, correspondence, forms, etc., of a specialized and confidential nature. Takes and transcribes dictation and operates word processing equipment.

Responsible for the creation of a variety of court orders and documents including but not limited to warrants, mittimus, commitment orders, orders of conditions, and other orders as directed by the Court.

Responsible for the electronic recording, audio-visual, and remote hearing systems in the courtrooms.

Organizes and maintains files of records and correspondence of both routine and confidential nature.

Maintains judges' calendars and prepares daily schedules. Schedules and confirms some hearings, trials, weddings, etc., on the judges' calendars; schedules and receives court visitors and customers. Arranges meetings as required.

Answers telephone calls and emails, screens callers, takes messages, provides general information to the public, and makes appropriate referrals to other offices. Provides information about weddings and other court-based services; schedules weddings and may process wedding forms and conduct check-in procedures.

In jury trials, maintains juror list, calls roll of the venire, calls jurors into the box, directs excused jurors as to when and where to appear next, swears the jury, polls the jury when directed by the Court.

Organizes and maintains court files; makes appropriate entries in files; file-stamps various documents; submits files for signature; ensures the smooth flow of files through the court system.

Trains new employees on specific job duties as directed.

Fills in for and assists fellow court clerks as needed. May assist in coordinating coverage schedules.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES No direct supervision but may train other court clerks.

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 Graduation from a 2-year program with some word processing and personal computer training supplemented by three years of responsible secretarial experience or an acceptable equivalent combination of education and experience. Requires knowledge of modern office practices, principles of modern record-keeping, legal phrases and terminology, and familiarity with the operations of the criminal justice system and court procedures. Should type error-free approximately 70 wpm. Highly professional attitude and demeanor are required.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language, spelling, and grammar, and the ability to speak effectively before and with attorneys, jurors, 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.

REASONING ABILITY Ability to use superior judgment 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, hear, and use hands to handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

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 usually quiet.

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.