

## **Champaign County Job Description**

**Job Title:** Legal Clerk  
**Department:** Circuit Clerk  
**Reports To:** Deputy Circuit Clerk or Supervisor  
**FLSA Status:** Non-exempt  
**Employment Status:** Bargaining Unit - AFSCME Circuit Clerk  
**Prepared Date:** April, 2004

**SUMMARY** Performs routine clerical duties involved in processing requests for court documents and prepares a variety of forms and reports as mandated by law.

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

Receives and files documents and vital records; maintains all files as keeper of files and records for the Circuit Clerk.

Answers the telephone, responds to questions regarding court documents from persons in the legal system, other governmental agencies and the general public.

Works at a counter answering questions and performs tasks related to the receipt, review and processing of official documents.

Conducts record searches for background checks at the request of the public.

Uses computer terminal to search and retrieve records.

Issues certified copies of court documents.

Opens mail, prioritizes requests and then files requests with appropriate staff/entities.

Calculates charges for filing fees and accepts and receipts fees into accounting system.

Balances daily transactions and cash drawer to be forwarded to the accounting department.

Ensures that necessary documents are included in all case files before submitting them to court.

Receives and processes cases; assigns docket numbers, submits them to Court, issues summons and warrants, records continuances, files probation reports; may notify Secretary of State and other agencies about completed cases.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**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 one year related experience and/or training; or equivalent combination of education and experience in office/clerical duties. Requires good knowledge of the English language, spelling and mathematics. Requires knowledge of modern office procedures, practices, court procedures and office equipment including on-line computer terminal. Should have some knowledge of legal terminology and phrases, the methods and procedures of handling and accounting for money and experience in filing systems.

**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 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 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.**