

Champaign County Job Description

Job Title: Senior 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 responsible clerical duties involved in processing court documents and maintaining court schedules, compiling and preparing statistical reports and types a variety of correspondence, forms and reports. Ability to perform Legal Clerk duties in a variety of areas of law.

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

The ability to 'swing' from one division to another as the needs of the office dictate.

Maintains all appropriate case files to a particular division.

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

May receive and process cases; assign docket numbers, submit them to court, set bench trials, issue summons and warrants, record continuances, file probation reports; may notify the Secretary of State and other agencies about completed cases.

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

Prepares and maintains statistical records and reports for all agencies as mandated.

Provides assistance to the juvenile probation officers.

Expunges records when ordered by the Court or Chief Judge of the Circuit.

Accepts payments on court cases, receipts to proper case and account type; balances cash drawer at the end of each day.

Maintains a variety of records on court cases, special fees, etc.; may utilize a computer terminal to update information on these records.

Drafts and types correspondence.

Types a variety of forms, court calendars, docket sheets, etc.

Schedules court cases.

Issues and processes passport applications.

SUPERVISORY RESPONSIBILITIES May train new clerical employees and occasionally exercise limited supervision over them.

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 and general office procedures, plus two years of appropriate college level course work and two years of appropriate clerical/business experience; 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.

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.