

## **Champaign County Job Description**

**Job Title:** Supervisor of Civil

**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 employees in the Civil, Probate, Small Claims and Support areas of law in the Circuit Clerk's office.

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

Supervises department employees in the Civil, Probate, Small Claims and Support areas of law. 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.

Ensures that quarterly and annual statistical reports for the AOIC are done accurately and on time.

Ensures that all disposition reporting to the Secretary of State and Illinois State Police are completed accurately and on time. Ensures that timely filing of all civil and probate appeals are made to the Appellate Court.

Monitors the on-going development of the automated case management system. Monitors the maintenance status of all automated hardware.

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 and with open access for the courts and the public.

Interprets complex court orders or submits questions to the Circuit Clerk for clarification.

**SUPERVISORY RESPONSIBILITIES** Directly supervises 14 to 18 employees. 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 with one to two years of responsible clerical and administrative experience. Requires good management skills and a thorough knowledge of Civil, Probate, Small Claims and Support court procedures; 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, government 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.**