

## **Champaign County Job Description**

**Job Title:** Supervisor of Training

**Department:** Circuit Clerk

**Reports To:** Circuit Clerk

**FLSA Status:** Non-Exempt

**Employment Status:** Bargaining Unit - AFSCME Circuit Clerk

**Prepared Date:** February, 2018

**SUMMARY** Develops and conducts training programs for employees. Supervises the installation and maintains the performance of the court automation system.

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

Trains or supervises the training of new employees in the receipt, maintenance, processing and filing of court case records for Traffic, Probate, Civil, Criminal, Support and Small Claims Divisions of the Circuit Clerk. Trains staff, attorneys and volunteers for the annual expungement summit. Trains staff and public on e-filing. Trains staff on proper interaction with pro se litigants and courthouse patrons.

Formulates teaching outlines and determines instructional methods such as individual training, group instruction, lectures, demonstrations, meetings and workshops.

Selects or develops teaching aids such as training handbooks, procedure manuals, multimedia visual aids and computer tutorials.

Conducts training sessions covering specified areas such as use of computers, software, interpersonal skills, quality and process issues and product knowledge.

Tests trainees to measure progress and to evaluate effectiveness of training. Conducts performance appraisals of probationary employees and presents evaluations to the Circuit Clerk with recommendations to pass or fail probation.

Reports on the progress of employees under guidance during training periods. Maintains trainee records.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** Supervises the training of all new employees. Supervises the training and writes procedural manuals for all new software applications. Reports directly to the Circuit Clerk on recommendations of employees passing or failing probation.

**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** College degree or applicable experience or an acceptable combination required. Excellent writing skills and good interpersonal communication skills required.

**LANGUAGE SKILLS** Candidate must have the ability to read and interpret court documents. Ability to write and produce procedure manuals as required. Ability to write routine reports and correspondence and ability to speak effectively before customers or employees of the organization a must. Ability to professionally represent the office to outside agencies required.

**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 design instructions 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.**