

Champaign County Job Description

Job Title: Clerk of the Circuit Court

Department: Circuit Clerk

Reports to: ELECTED POSITION

FLSA Status: Exempt

Prepared Date: April, 2004

SUMMARY Officer of the court whose primary statutory responsibility is to serve as the keeper of all court records and to collect and disburse all court related monies. Plans, co-ordinates and directs the operations of the Circuit Clerk's Office.

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

Directs the activities of all divisions of the office in accepting, filing, preserving and providing access to all the records of the State courts in the County: Criminal, Traffic, Civil, Small Claims, Probate, Child Support and Child Support Enforcement.

Works in conjunction with and at the direction of the Circuit Court, Appellate Court and the Supreme Court of Illinois.

Directs the office in maintaining all court records, assembling all appeal records, issuing passports and juror's vouchers and accepting payment for all court ordered monies. Disburses monies collected to the various State, County or Local agencies and the public as required by law or court order. Invests funds under control of the Circuit Clerk.

Establishes policies and procedures for the operations of the office in order to meet all that is required by law and to ensure the efficiency of the courts. Negotiates union contract with bargaining unit representing employees of the office.

Establishes methods and systems for work loads, work assignments and reviews the work of subordinates. Develops procedures and projects that improve the efficiency of the office operations. Researches and incorporates computer programs and other technological advances to enable the office to operate in an increasingly efficient manner.

Prepares records on appeal to the Appellate Court which include the common court record, exhibits and court reporter's transcriptions of court proceedings.

Maintains total confidentiality and secures locked storage of all impounded records including juvenile, adoption, eavesdropping, search warrants and expunged cases.

Prepares or directs the preparation of departmental, financial and statistical reports to the County Board, State agencies and the Supreme Court.

Reports department activities and notifies the courts and the County Board of changes in regulations or legislation affecting the courts and County government.

Provides equitable access to all public records the office is charged with maintaining. Establishes and maintains a positive relationship with the public.

Interacts with Judges, attorneys, Sheriff's Office, Champaign County Archives, Treasurer's Office, and all municipal police departments in the County.

SUPERVISORY RESPONSIBILITIES Manages the Chief Deputy who directs three Supervisors who supervise a total of 33 to 40 employees in the office. Is responsible for the overall direction, co-ordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the Clerk's policies, the union contract and applicable laws. Responsibilities include interviewing, hiring, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; 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 Prefer experience in law and court procedures. Experience in multi-million dollar budgets and personnel administration also recommended.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, State and County Officials and the general public.

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. Must be able to present information and speak effectively before groups.

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; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee

must occasionally lift and/or move up to 10 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 and employee encounters while performing the primary functions of this job. Busy office environment. Significant percentage of clients have documented criminal histories. Client attitudes towards staff is often confrontational. The noise level in the work environment is usually moderate.