

## Champaign County Job Description

**Job Title:** Executive Assistant to Circuit Clerk

**Department:** Circuit Clerk

**Reports to:** Circuit Clerk

**FLSA Status:** Non-exempt

**Grade Range:** G

**Prepared Date:** November, 2014

**SUMMARY** Assists and acts in a confidential capacity to perform administrative and secretarial duties for the Circuit Clerk of Champaign County, including matters regarding the formulation, determination and effectuation of the management policies of the department regarding labor relations. This position is excluded from the bargaining units.

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

Manages schedule of Department Head. Arranges appointments and coordinates meetings as required. Assists in departmental budget preparation by gathering data required for budget projections, performing routine mathematical calculations such as percentages and types budget documents. Maintains records of subsequent budgetary expenditures. Serves as payroll backup.

Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment and maintaining records of purchases. Responsible for maintaining inventory of general office supplies, ordering all items needed for day-to-day operations.

Responsible for general office management tasks, such as: processing mail, organizing meetings, maintenance of Circuit Clerk web content, answering department head phone line, and serving as primary department contact both internally and externally, including all advertising.

Responsible for several special projects, such as: maintaining records of all Circuit and County Administrative Orders, the administration of annual drainage district elections, supervision of Jury Commission and issuance of Jury Summons, the coordination of RSVP volunteers, preparation of all quarterly and annual statistical reporting, and maintenance and revision of all Circuit Court forms. Position serves as Health and Safety Officer for the Circuit Clerk's Office, and processes Workman's Compensation claims.

Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers, and monitors compliance. Answers written, telephone and in-person inquiries from the public regarding departmental procedures.

**SUPERVISORY RESPONSIBILITIES** Provides direction and may periodically supervise up to 10 employees. Carries out supervisory responsibilities in accordance with the collective bargaining agreement, the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; 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** Graduation from a 2-year program with some word processing and personal computer training supplemented by 5 or more years of administrative experience or equivalent combination of education and experience. Requires good knowledge of County government operations.

**LANGUAGE SKILLS** Ability to write reports, business correspondence and policy and procedure recommendations. Ability to effectively present information and respond to questions from individuals, groups and the general public.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and wage rates.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** As required.

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is quiet to moderate.