

Champaign County Job Description

Job Title: Administrative Legal Secretary

Department: Circuit Court

Reports To: Court Administrator

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME Courts

Prepared Date: November, 2005

SUMMARY Performs a variety of responsible and confidential secretarial, clerical and administrative duties for the Circuit Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Answers telephone calls, screens callers, takes messages, provides general information to the public and makes appropriate referrals to other offices.

May type correspondence, forms and pleadings for Champaign County Judges.

Types information onto forms such as wedding licenses as well as types a variety of correspondence; may use a Dictaphone and/or word processing equipment as well as a typewriter.

Reviews forms to ensure that clients have filled them out accurately.

Provides information to the public on wedding procedures; schedules weddings and types information for wedding license forms.

Makes copies of official documents and maintains a variety of office files and records.

Opens, sorts and delivers mail to office staff.

Acts as the Circuit Court's Application Administrator for the JANO Clericus Magnus/New World Systems-Champaign County Integrated Justice Information System (hereinafter CCIJIS).

Assists the Court Administrator in providing Circuit Court input and technical support necessary for the development and maintenance of the CCIJIS.

Assists the Court Administrator in the initial and on-going training of Circuit Court personnel in the use of the CCIJIS.

Updates CCIJIS user access and functions for Circuit Court employees at the direction of the Court Administrator.

Acts as a liaison between Circuit Court, JANO Justice Systems, New World Systems, and other Departments in resolving technical issues at the direction of the Court Administrator.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES None.

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 Graduation from a 2-year program with some word processing and personal computer training supplemented by three years of responsible secretarial experience or an acceptable equivalent combination of education and experience. Requires good knowledge of the operations of the criminal justice system and court procedures. Should type error-free approximately 70 wpm.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language and spelling.

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 sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 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 an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.

NOTE: This document contains wording of a description 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 with this class. "Essential functions" are to be determined at the position or job level within each department.