

Champaign County Job Description

Job Title: Coordinator
Department: Circuit Clerk
Reports To: Circuit Clerk or Chief Deputy Circuit Clerk
FLSA Status: Non-exempt
Employment Status: Bargaining Unit - AFSCME Circuit Clerk
Employment Range: G
Prepared Date: July 2023

SUMMARY: The Coordinator team is responsible for working together with the Circuit Clerk to facilitate the duties of the office as set forth by the Illinois Supreme Court and by statute, including procedures related to the processing, accepting, reviewing, and reporting of electronically filed cases and documents.

PRIMARY DUTIES AND RESPONSIBILITIES:

Expertise and knowledge of policies and procedures as to how cases are processed from inception to conclusion in the various case types set forth by the Administrative Office of the Illinois Courts, and in the administration of the office, including acceptance, and distribution and accounting of monies paid to the office.

Ability to perform the work of the office, including, but not limited to:

- The correct handling of court case records, including but not limited to the receipt, maintenance, processing, filing, e-filing, storage, retrieval, dissemination, destruction, and archiving of court case records, evidence, and exhibits.
- The correct handling of all procedures related to the processing, acceptance, and review of all electronically filed cases and documents.
- Proper interaction with pro se litigants, courthouse patrons, Judges and their support staff, and law enforcement departments and agencies, and other community agencies.
- Use of the court automation system and associated programs and applications, office equipment, file tracking system, and file storage systems.
- Use of the Microsoft Suite, specifically including Microsoft Word and Microsoft Excel.
- Provision of professional and accurate customer support in person, over phone, in written communication, and in electronic communication.
- Proper handling, processing, tracking, and reporting of court-ordered monies; and
- Thorough knowledge of and training in Illinois Supreme Court orders, rules, and policies, including but not limited to the Illinois Judicial Branch Confidentiality Policy and Self Represented Litigants, the Manual on Recordkeeping, as well as any subsequent policies, rules or orders of this nature issued by the Illinois Supreme Court or the Sixth Judicial Circuit or by the Presiding Judge of Champaign County.

In-person training and cross-training of employees in the work of the Office of the Circuit Clerk. Develops work-related training tools and materials. Provides in-person assistance to the Circuit Clerk in coordination, allocation, and tracking of work assignments. Performs ongoing quality

assurance on work performed. Maintains communication with the Circuit Clerk regarding the execution, quality, and training of work of the Circuit Clerk.

Assists the Circuit Clerk with the accurate and timely compiling and submission of reports to the Administrative Office of Illinois Courts (AOIC), the Secretary of State, Illinois State Police, other State agencies, Champaign County departments, the outside auditor, and other agencies as needed.

Maintain competence with the performance of all Legal Clerk, Senior Legal Clerk, and Deputy Circuit Clerk activities. Serve as backup for the duties of other Coordinators, Deputy Circuit Clerks, Senior Legal Clerks, and Legal Clerks.

Lead by example with consistent demonstration of professionalism in attitude, demeanor, customer service, teamwork, attendance, punctuality, productivity, and adherence to process and workflow. Assess opportunities for departmental improvements and report challenges and suggestions for improvement to the Circuit Clerk.

Other duties as may be assigned by the Circuit Clerk.

SUPERVISORY RESPONSIBILITIES: No direct supervision but may independently train staff members and supervise the training of other staff members. As directed, assign and direct work performed, address complaints, and resolve problems.

QUALIFICATIONS: To perform this job successfully, an individual must know, understand, and be able to perform the primary duties of the office of the Circuit Clerk efficiently with minimal correction or supervision, consistently demonstrate professional and ethical conduct, be a collaborative, proactive, and positive member of the team, adapt quickly to changing statutes and procedures, and have outstanding written and verbal skills. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Associates Degree in related field (public administration, accounting technology, business administration, bookkeeping, etc.) or with five years of clerical, administrative, and training experience, or ten years of directly related experience with increasing responsibilities over time. Requires good knowledge of the English language, spelling and mathematics. Requires knowledge of modern office procedures, practices, court procedures, office equipment, computers, and the use of information management systems. Requires a thorough knowledge of court procedures and Circuit Clerk recordkeeping and reporting requirements, and the methods and procedures of handling and accounting for money. Excellent writing skills and interpersonal communication skills required. Excellent training and process management skills required. Excellent attention to detail required. Should type error-free approximately 60 wpm.

LANGUAGE SKILLS: Ability to read and implement documents such as court orders, operating and maintenance instructions, governmental regulations and procedure manuals. Ability to write training guides, routine reports, and professional correspondence. Proficient in Microsoft Word and Microsoft Excel.

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 design instructions in written, oral, or diagram form. 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.

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 with a busy office environment. The noise level is usually moderate.