

## Champaign County Job Description

**Job Title:** Deputy Circuit Clerk  
**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** Performs a variety of specialized and confidential administrative and clerical duties requiring independent judgment and problem-solving to enhance efficient court clerk operations, including procedures related to the processing, accepting, reviewing, and reporting of electronically filed cases and documents.

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

Serve as backup for the duties of other 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.

Assist with the supervision of work performed by Legal Clerks and Senior Legal Clerks as directed, including but not limited to: maintenance of court dockets, indexing of plaintiffs and defendants, recording and filing of legal documents, submission and return of court case files, preparation of court summons, citations, wage deduction orders and other legal documents. Responsible for facilitating intergovernmental cooperation by identifying work-flow, documentation, staffing and equipment problems; identifies gaps and overlaps in program services and efforts; responsible for organizing optimal operational efficiency and effectiveness of staffing functions; provides policy input and procedural recommendations for the Circuit Clerk; monitors response time in providing constituent service; responsible for identifying, documenting, analyzing and reporting on a wide variety of provisions of services issues.

May be responsible for the security of files or documents that are sealed, impounded, or expunged.

May attend meetings as the representative of the department or specialized department function as directed.

Assist Legal Clerks and Senior Legal Clerks with difficult customers.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** No direct supervision but may independently train staff members and supervise the training of other staff members. May assist with the assigning and directing for work, addressing complaints, and resolving problems.

**QUALIFICATIONS** To perform this job satisfactorily, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**EDUCATION and/or EXPERIENCE** High School diploma or general education degree (GED), plus three years of progressive, responsible clerical or secretarial experience or an acceptable equivalent combination of education and experience. Thorough knowledge of modern office practices and procedures and of the operation of the criminal justice system. Requires good knowledge of court procedures, of office equipment operation, of the principles of modern record keeping and of legal phrases and terminology. Should type error-free approximately 60 wpm. Outstanding professional attitude and demeanor are required.

**LANGUAGE SKILLS** Ability to read, analyze, and understand court transcripts, summons, warrants, other legal documents and County and State governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information and respond orally to questions from employees and the general public. Requires good English and spelling skills.

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

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

**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 stand; walk; sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to reach with hands and arms. 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 depth perception.

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