

Champaign County Job Description

Job Title: Legal 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: E
Prepared Date: July 2023

SUMMARY Provides clerical support in the office of the Champaign County Circuit Clerk.

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

Serve as backup for the duties of other Legal Clerks.

Handle confidential matters and communications daily relating to information maintained by the Circuit Clerk's Office.

Receive, review, scan, process, file stamp, and file court documents and files. Pull and deliver court documents and files for Court, Arraignment Court, and other events. Submit files for signature. Conduct record searches and background checks. Issue certified copies of court documents. Ensure the smooth flow of files through the court system. Ensures that necessary documents are included in all case files before submitting them to court.

Provide case status, documentation, and process information to case participants, attorneys, judges, community partner organization, and other appropriate courthouse staff; this requires the understanding of case process and degree of patience for emotional matters relating to parties involved in each case. Support is provided in person, by mail, over the phone, and via electronic resources.

Prepare warrants, summonses, subpoenas, information writs, indictments, petitions to revoke, eavesdropping orders, legal documents, etc. Compose routine correspondence.

Maintain a variety of office files and records including files of arrest warrants, records on felonies, continuances, misdemeanors, traffic cases, neglect and abuse cases, and other criminal and civil cases.

Assists with supervised peer training of other staff members as directed. Balances daily transactions and cash drawer to be forwarded to the accounting department.

Calculates charges for filing fees and accepts and receipts fees into accounting system.

Assist with the maintenance of and updates to internal process documentations.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

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 High school diploma or general education degree (GED) with some further clerical or secretarial education training in word processing and computer preferred and one year of experience; or equivalent combination of education and experience. Requires knowledge of modern office practices, basic principles of modern record keeping, setup and maintaining filing systems and of legal phrases and terminology. Requires skill in operating a personal computer, word processing software, typewriter and in oral communications. May require skill in the use of accessibility equipment.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to the general public, co-workers and other 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. 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.

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. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception 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.