

## Champaign County Job Description

**Job Title:** Senior 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:** F  
**Prepared Date:** July 2023

**SUMMARY** Performs a variety of administrative and clerical duties requiring independent judgment to enhance efficient court clerk operations, including procedures related to the processing, accepting, and reviewing 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 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. Identify opportunities for departmental improvements and report them to the Circuit Clerk.

Handle confidential matters and communications daily relating to information maintained by the Circuit Clerk's Office in regard to files or documents that are sealed, impounded, or expunged.

Prepare the official court dispositions that are reported to the Administrative Office of Illinois Courts.

Responsible for routine correspondence received by the court requiring information or responses to inquiries.

Assist with the training of new employees on specific job duties as directed.

May receive specialized work assignments supporting Child Support Enforcement, juvenile cases, accounting functions, or other operational function in the Office of the Circuit Clerk. If so assigned, help ensure appropriate segregation of duties and serve as a primary contact person for related vendors and government agencies.

May train and co-ordinate volunteers and interns.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** No direct supervision but may supervise the training other staff members, volunteers, and interns

**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 clerical or secretarial experience or an acceptable equivalent combination of education and experience. Requires knowledge of modern office practices, principles of modern record-keeping, legal phrases and terminology, and familiarity with the operations of the criminal justice system and court procedures. Should type error-free approximately 40 wpm. Highly professional attitude and demeanor are required.

**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, spelling, and grammar, and the ability to speak effectively before and with attorneys, jurors, customers, and employees of the organization.

**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 use superior judgment 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, talk, hear, and use hands to handle or feel. 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.