

Champaign County Job Description

Job Title: Chief Deputy Circuit Clerk

Department: Circuit Clerk

Reports to: Clerk of the Circuit Court

FLSA Status: Exempt

Grade Range: K

Prepared Date: August, 2009

SUMMARY Assists the Clerk of the Circuit Court in planning, coordinating and directing the operation of the Circuit Clerk's Office.

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

Supervises the activities of the Deputy Clerks responsible for separate divisions of the office: Civil, Criminal, Traffic, Small Claims, Probate and Support Enforcement. Plans and carries out policies relating to the administrative, fiscal and clerical functions.

Assists with the development and interpretation of policies and to better improve office efficiency. Works to add additional computerization to the department for efficient record keeping.

Establishes workloads, assigns tasks and reviews the work of subordinates.

Supervises the preparation of the departmental budget and monitors expenditures to ensure conformance within budget limits. Supervises the accuracy of departmental accounting such as posting to ledgers and balancing of revenue.

Compiles financial reports for the County Board and the Court Administrator of Illinois Courts and other State agencies.

Serves as the Chief Negotiator with the department bargaining unit and serves as the first level in the grievance procedure.

Monitors changes in legislation affecting office operations, advising the Circuit Clerk of and assisting with the formulation or revision of departmental policies and procedures to conform with legislative requirements.

Assumes responsibilities of the Clerk of the Circuit Court upon the latter's absence.

Serves as project manager for the research, bidding and implementation of all major departmental upgrade and service programs.

Prepares bi-weekly payroll.

Supervises the annual Drainage District Commissioners election.

Interprets court orders.

Maintains liaison with all County departments.

SUPERVISORY RESPONSIBILITIES Directly supervises 5 Supervisors and 1 Financial Manager in the Circuit Clerk's Office. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, training employees; planning, assigning, and directing work; appraising performance; and recommending hiring, rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE Bachelor's degree (B. A.) from a four-year college or university with a degree in Public Administration or a directly related field, extensive office experience, management skills and extensive experience in the area of public administration; or equivalent combination of education and experience. Considerable knowledge of accounting principles and procedures preferred.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legislative acts, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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, diagram, or schedule form.

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 primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 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 primary functions of this job. The noise level in the work environment is usually moderate.