

Champaign County Job Description

Job Title: Executive Secretary
Department: Circuit Court
Reports to: Court Administrator
FLSA Status: Non-Exempt
Prepared Date: November, 2017

SUMMARY Performs a variety of responsible and confidential secretarial, clerical and administrative duties for the Presiding Judge of the Circuit Court.

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

Maintains Presiding Judge's calendar; types daily schedule; schedules appointments, hearings, trials, etc.

Maintains personnel files and time sheets for Court Clerks.

Prepares the annual Court calendar outlining jury weeks, Court Holidays, Grand Jury days and Jury Commission days; mails copies to all concerned entities.

Prepares a variety of reports.

Schedules Court Clerks.

Sets up and maintains filing systems.

Performs responsible and complex administrative and secretarial duties for the Presiding Judge of Champaign County.

SUPERVISORY RESPONSIBILITIES May occasionally supervise several Court Clerks.

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 Graduation from a 2-year program with some word processing and personal computer training supplemented by three years of responsible secretarial experience or an acceptable equivalent combination of education and experience. Requires good knowledge of the operations of the criminal justice system and court procedures. Should type error-free approximately 70 wpm.

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 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. 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.

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.