

**WOODFORD COUNTY
JOB DESCRIPTION**

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| JOB TITLE: Deputy Clerk – Criminal & Traffic Division | |
| DEPARTMENT: Circuit Clerk’s Office | SALARY SCHEDULE CLASSIFICATION: |
| REPORTS TO: Circuit Clerk | DATE: |

JOB SUMMARY: Performs clerical duties in Circuit Clerk’s office regarding Felony, Misdemeanor, DUI and Traffic cases. Provides support to the Court by keeping records up to date and is also responsible for reporting dispositions to the appropriate agencies. Provides background checks to appropriate agencies upon receipt. Provides general information regarding criminal/traffic offenses to the general public.

REPORTING RELATIONSHIPS: This position does not have supervisory responsibilities.

DUTIES & ESSENTIAL JOB FUNCTIONS:

- Article VI, Section 18, of the IL Constitution states that the circuit clerk is a non-judicial officer of the Judicial Branch. This distinction sets the clerk’s office apart from other local government offices.
- In many ways the circuit clerk’s office and its staff, known as deputy clerks, are the “face of the court.” The Circuit Clerk and Deputy Clerks are held to a higher standard as the keeper of the court’s records.
- Deputy clerks are on the front-line and are many times the first point of contact for the public, as well as attorneys, judiciary, law enforcement, and numerous other county and state offices that interact with the circuit clerk’s office and the court on a daily basis.
- The Circuit Clerk’s Office and its staff are essentially the hub of the court system. The clerk’s office receives information from numerous sources including the Supreme Court, Administrative Office of the IL Courts, General Assembly, Secretary of State, IL State Police, and numerous other agencies. The deputy clerks in turn learn new information daily, that they must apply to their duties and share with other court partners if applicable.
- A deputy clerk’s duties leave little room for error. Each document and file represent a person and is treated with the utmost care and professionalism. A mistake from a deputy clerk could result in someone being arrested, losing their job or driver’s license, or perhaps their FOID card. Failing to report the disposition of a case to the Secretary of State, State Police/Bureau of Identification, or State Police/FOID, could result in a person with a DUI conviction being able to drive a school bus, a person with a violent record gaining employment as a caregiver, or a convicted felon having a valid FOID card.
- A deputy clerk must also be professional and be aware of the confidentiality required for certain records maintained in the circuit clerk’s office. Proceedings such as juvenile, adoption, mental health, and certain others are confidential by law. Still other

proceedings are not confidential by law, but still require a level of professionalism not necessary in other county offices. Some examples of these proceedings and duties include, assisting victims of domestic violence with an order of protection, proper handling of exhibits admitted during a hearing, filing of dissolution certificates with Vital Records to record a divorce, assisting with electronic filing (e-filing), and other access to justice initiatives.

- The Circuit Clerk's Office is the keeper of the court's record. The official record. Deputy clerks must make certain the case is filed correctly, proceedings are documented accurately, notices are sent, subpoenas issued, etc. etc., final disposition of the case reported to the proper agencies, and statistical information reported to the Administrative Office of the IL Courts. They are also responsible for the proper retention and destruction of the court record and exhibits as provided by the Supreme Court.
- Deputy clerks are also responsible for the proper application of payments and disbursement of numerous fees and assessments, and ensuring the money is accurately and efficiently disbursed to local and state agencies, as well as disbursement of restitution to victims.
- Supreme Court's Rules and initiatives, legislation, and local rules and procedures, require a deputy clerk to continually learn. A deputy clerk's job is never routine or repetitive.
- All Clerks participate in training either on-site through webinars or traveling off-site to implement new material from the State Appellate Courts.
- Communicate with customers, employees and other individuals to answer questions, disseminate or explain information, assist with paperwork required, and address complaints.
- All Clerks participate in training either on-site through webinars or traveling off-site to implement new material from the State Appellate Courts.
- Is responsible for accepting, counting, signing for bond money received from the Sheriff's Office, ensuring the amounts agree, and distributing and processing the paperwork.
- Open and manages all criminal contempt, misdemeanor and felony files by assembling case files electronically and manually.
- Process criminal subsequential filings through electronic filing.
- Monitor and process cases where fees are due with Collection Agency.
- Process confidential filings for sensitive cases and ensure documents are correctly sealed or secured.
- Process and perform background checks for requesting agencies.
- Ensure warrants are issued, entered and correctly processed and forwarded to Sheriff for service, as time sensitive.
- Enters hearing dates, docket entries, orders, warrants, dispositions and accounts receivable in computer.
- Compile, copy sort and file records of office activities, business transactions.

- Maintain and update filing, forms, mailing and database systems, either manually or using a computer.
- Compute, record and proofread data and other information, such as records or reports.
- Type, format, proofread, and edit correspondence and other documents, using computer.
- Answer telephone, directs calls, take messages and provide resources.
- Explain procedures or forms to parties in cases or to the general public.
- Collect, count and disburse money, do basic bookkeeping and complete banking transactions.
- Performs duties of the courtroom clerk when needed.
- Prepare court related documents as required.
- Keep up-to-date on laws, legal codes, court procedures, precedents and government regulations. Especially Illinois Statutes, Rules both local and Supreme Court, to ensure forms and procedures are up to date.
- Prepares criminal cases for appeals and files records on appeal in the Appellate Court through electronic filing.
- Assist in scanning of files when requested and move files when needed.
- Assists co-workers when duties are completed and in the absence of another employee.
- The incumbent is a passport acceptance facility agent for the Department of State through the Circuit Clerk's Office. Requires yearly certification and be able to review, process applications and properly mail passport applications as required by the U.S. Department of State.
- This position requires the ability to perform complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgement.

OTHER FUNCTIONS AND RESPONSIBILITIES:

- Perform any other duties or assignments as needed or directed by the Circuit Clerk and/or Chief Deputy.

QUALIFICATIONS & OTHER JOB REQUIREMENTS:

Education and Experience:

- High School diploma or equivalent, with previous experience in the legal field preferred.
- Must be a citizen of the United States with no Federal or State felony conviction; free of any misdemeanor conviction from crimes related to breach of trust or moral turpitude and must possess the ability to prove proof of same upon request.
- This position demands a high level of discretion and confidentiality.

Personal Skills & Abilities:

- Active Listening – giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – talking to others to convey information effectively.
- Reading Comprehension – understanding written sentences and paragraphs in work related documents.
- Critical Thinking – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Judgement and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Social Perceptiveness – being aware of others’ reactions and understanding why they react as they do.
- Active Learning – understanding the implications of new information for both current and future problem-solving and decision-making.
- Monitoring – monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Time Management – managing one’s own time and the time of others.
- Complex Problem Solving – identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination – adjusting actions in relation to others’ actions.
- Service Orientation – actively looking for ways to help people.
- Negotiation – bringing others together and trying to reconcile differences.
- Persuasion – persuading others to change their minds or behavior.
- Learning Strategies – selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Equipment/Computer Skills:

- Proficient in Outlook Email, Microsoft Word and Excel.
- Ability to learn various software packages used in the Circuit Clerk’s Office, such as JIMS.
- Proficient in using FAX Machine, Scanner, Phone, Copier, Adding Machine, Typewriter, Printer and Microfilm Machine.

PHYSICAL REQUIREMENTS:

- This position may require the following movements: pushing, pulling, grasping, feeling documents and records, including the ability to insert and retrieve paper documents from files, bending, kneeling, sitting, occasionally lifting up to 30 pounds, some of which may be repetitive.

REQUIRED LICENSES/CERTIFICATIONS:

- Valid Illinois Driver's License