



KENDALL COUNTY COURT SERVICES

807 W. John Street
Yorkville, IL 60560

Circuit Court for the 23rd Judicial Circuit

P 630-553-4180
F 630-553-4120

POSITION OPENING

DEPARTMENT: Kendall County Court Services
TITLE: Office Manager
RESPONSIBLE TO: Director
RESPONSIBLE FOR: Organizing and coordinating office workflow to ensure effective service delivery to a criminal justice population while assuming administrative and supervisory duties for a staff of 3+.

(Including but not limited to):

DUTIES INCLUDE

(Including but not limited to): See attached job description

MINIMUM QUALIFICATIONS:

GENERAL EMPLOYMENT

QUALIFICATIONS: In addition to the minimum educational requirements, successful applicant will have demonstrated ability in following:

- *Oral/Written Communication Skills*
- *Interpersonal Sensitivity*
- *Planning/Organizing*
- *Problem Analysis*
- *Judgment*
- *Excellent attention to detail*

STARTING DATE: August 15, 2022 or after

STARTING SALARY: \$45,450.00 /yr plus benefits

APPLICATION DEADLINE: Open until filled- Preference given to those received by 08-01-22

APPLICATION PROCESS: Cover Letter and resumes accepted by:
Alice Elliott, Director
Kendall County Court Services
807 W. John Street
Yorkville, IL 60560
aelliott@kendallcountyil.gov

“EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request”

KENDALL COUNTY - JOB DESCRIPTION

JOB TITLE: Office Manager

EFFECTIVE DATE: 07-15-22

JOB CODE: Exempt

DEPARTMENT: Court Services

GENERAL SUMMARY

Under the direction of the Director, Office Manager's primary duties consist of organizational effectiveness, and efficiency directly related to achieving the mission objectives to the 23rd Judicial Circuit Court Services. Oversees staff performance, problem solves issues and completes performance appraisals. Attends and conducts staff meetings in order to plan, develop and disseminate information necessary to complete departmental objectives. Plans, revises, implements and monitors policies and procedures for Court Services. Performs other tasks as directed.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Supervise a team of 3+ clerical staff to ensure workflow runs smoothly and data entry is accurately inputted.
2. Performs direct observations and file reviews to ensure compliance with departmental policies and quality assurance and provide critical feedback designed to build confidence and skill set of staff.
3. Customarily & regularly exercise discretion and independent judgment to ensure efficient operations within the office and with other stakeholders
4. Acts as a resource for staff and guides them in trouble shooting problem cases and situations.
5. Establishes expectations and provides employee performance feedback on an on-going and annual basis. Assists subordinates in establishing performance and professional goals. Evaluates subordinates' goal achievement through conferences, informal meetings, and annual performance appraisals.
6. Provides orientation and on-going training, mentoring, leadership and coaching.
7. Builds positive and influential relationships with all members of the department as well as judicial and community stakeholders which support the goals and objectives of the department and promote the mission of the 23rd Judicial Circuit Kendall County Court Services.
8. Provides input into the development of the organization by attending Court Services Management Team Meetings and assisting with the AOIC Annual Plans.
9. Performs work under only general supervision along specialized or technical lines requiring special training, experience or knowledge such as LEADS and MUNIS (county voucher system).
10. Responsible for adhering to Record Retention as approved by the Illinois Office of Secretary of State Local Records Commission.
11. Serves as confidential employee as related to Il Public Act 83-1012.
12. Maintains accurate inventory and ordering of supplies necessary for office operations.
13. Obtains, maintains and performs the duties of a certified Notary as needed.
14. Responsible for proper inventory and recording of supplies and equipment issued to staff.
15. Adhere to all 23rd Judicial Circuit, Kendall County Court Services and Kendall County policy and procedures.
16. Assess, on a continuous basis, methods to improve service delivery.
17. Attends and participates in scheduled staff meetings.
18. Identify opportunities for process and office management improvements, and design and implement new systems to improve efficiency
19. Designs and produces templates for standardized forms and translates to staff, accessibility

- of forms. Maintains updated forms for department.
20. Submits accurately documented time sheets and monthly schedule in a timely manner to director for approval; approves time sheets and monthly schedules of subordinates.
 21. Regular attendance and punctuality is required.
 22. Performs special projects and is responsible for successful completion of directives as specified by the Director.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Requires an Associate Degree or higher. (Consideration made for work experience in lieu of education)
2. Requires two year experience in secretarial or clerical position. (Preferred in a government setting)
3. Work requires basic knowledge of bookkeeping principles in order to monitor accounts and reconcile account statements.
4. Requires ability to utilize computer skills. At this time, Outlook, Word, Excel and Zoom are utilized by the department.
5. Requires knowledge of Confidentiality, Code of Professional Conduct and Ethics.
6. Must have exceptional attention to detail
7. Strong organizational and time management skills, and ability to prioritize
8. Excellent communication and interpersonal skills
Strong problem-solving skills and analytical abilities
9. Requires ability to assist in budget and other technical reports.
10. Must be able to establish working relationships with outside departments, i.e., Treasurer's Department, Administrative Services, Circuit Clerk, Auditor's Office, etc.
11. Requires written and oral communication skills necessary to relay instructions to staff, as well as to provide upper management with information regarding accounts, statistics, and budgets.
12. Ability to transport oneself in order to accomplish job performance requirements as dictated by Court Services Policy and Procedure.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Sitting, talking, hearing are required (perceiving sounds), near vision (ability to distinguish objects clearly at 20"), lifting objects less than 10 pounds, carrying objects less than 10 pounds, handling (manipulating objects), fingering (typing, writing) are required 75% or more of the shift. Handling objects and fingering with low intensity are also required about 75% of the time. Walking, sitting, reaching, ascending/descending from a chair, pushing objects weighing ten (10) pounds or less across a surface and pushing objects weighing twenty (20) to forty (40) pounds on wheels is required about 50% of the time. Standing, bending, twisting and carrying objects weighing ten (10) pounds or less are required about 25% of the time. Fingering with high intensity, handling with medium intensity, stooping and using far vision are required about 10% of the time. Kneeling, crouching and balancing are required in unusual situations.

WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS

Normal office environment where there is no exposure to hazards of dust, noise, temperature 95% of the time. Per departmental allowances, staff may be allowed to work from home where the work environment is unknown.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Equipment used is a , calculator, copy machine, computer terminal, facsimile machine, scanner, printing equipment.

REPORTING RELATIONSHIPS

Reports To: Director

Directs Work Of: Support Staff/Receptionists assigned to the Department

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate passing a criminal history background check, passing a drug test and obtaining a tuberculosis screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a Two-Step Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the Kendall County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

All employees with negative PPD's will be retested annually by Kendall County Health Department.

Prospective employee has been cleared through a criminal background check.

BLOODBORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print) Employee Signature Date

Name (Dept. Hd./Elected) Title