

OFFICE OF THE KENDALL COUNTY CIRCUIT COURT CLERK

Job Description

Job Title: Deputy Circuit Clerk
FLSA Status: Hourly, Non- Exempt
Union: Yes-Bargaining Unit Position
Supervisor: Division Supervisor, Chief Deputy Circuit Clerk, and Circuit Clerk
Effective Date: June 15, 2021

Position Summary

The Deputy Circuit Clerk, under the direct supervision of the applicable division Supervisor, performs various clerical and administrative tasks on behalf of the Kendall County Circuit Clerk's Office regarding and relating to the receipt, review, processing, and maintenance of official records for the Kendall County Circuit Court system.

Essential Job Duties:

The essential job duties for this position include, but are not limited to the following:

- Accurately and efficiently receives, prepares, maintains, processes, and files (physically and electronically), and scans court case records for Traffic, Civil, Criminal, Juvenile, and Scanning Divisions of the Kendall County Circuit Clerk's Office.
- Pulls and prepares court files for the assigned courtroom in advance of court date. Check docket list daily to ensure all files are prepared and available for courtroom use.
- Answers incoming telephone calls; screens incoming calls and determines where to direct calls; and takes telephone messages for staff.
- Assist and responds to inquiries from persons in the legal system, other governmental agencies, and the general public.
- Prepares mailings; faxes and emails documents; distributes mail to the appropriate staff and processes outgoing mail.
- Prepares and maintains accurate records of filing fees, bond monies, fines, and other required payments; accepts and records payments; issues receipts for payments; and balances daily receipts. May prepare and or disburse checks from collected fees and judgements, child support payments, and other related/required payments, as directed.
- Responsible for accurate reporting of dispositions, payments, data entry, judgements, and filing paper documents and scanned documents in court files.
- Researches court case files as required and authorized and extracts information for the preparation of reports and/or the preparation of documents as required by applicable law, court rules, and/or court orders.
- Ensures that necessary documents are included in all case files before submitting them to court.
- Notifies the Illinois Secretary of State and other agencies about completed cases as required pursuant to applicable law, court rules and/or court orders.
- Supervises and prepares the dockets or list of scheduled cases for respective division in the Kendall County Circuit Court; ensures assignment of case numbers and/or indexing of plaintiffs and defendants; oversees

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the recording and filing of documents received by the Kendall County Circuit Court for inclusion in pending court cases.

- Pulls files from storage and puts files away in storage; ensures the submissions and returns court case files on court dates.
- Prepares or supervises the preparation of court summons, citations, wage deduction orders, and other legal documents, as directed.
- Drafts and types a variety of correspondence to payees, payers, employers, and other authorized parties to effect payment of court-ordered child support.
- Prepares and types periodic statistical reports on payments received, activity levels and other data; may operate computer terminal for entering and extracting case data.
- Responsible for the security and confidentiality of impound court files, juvenile records, and other court records.
- Attends court to take complete and accurate court docket entries; receive and file court records; and to assist the judge, public, attorneys, bailiffs, and court security.
- Attends bond call hearings as assigned in the courthouse or Sherriff's Office as scheduled.
- Affixes seals, stamps, and signature of Kendall County Circuit Court Clerk, as appropriate, on forms and documents in accordance with all applicable laws, court rules, and court orders.
- Prepares and sends the official court record for appeals.
- Obtains information utilizing County and State computer terminals.
- Communicates with other governmental agencies and judicial systems in the performance of their assigned duties.
- Complies with all applicable federal and state laws, regulations, court rules, court orders, and office policies and procedures regarding or relating to assigned duties.
- Maintains regular attendance and punctuality.
- Other duties as may be assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job satisfactorily, an individual must be able to perform each of their essential job duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Education and/or Experience:

- A minimum if a high school diploma or general education degree (GED) is required.
- Requires strong skills in typing, data entry, and general office applications such as Excel and Word.
- Requires skill in operating a personal computer, word processing software, and typewriter and in oral communications.

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- A minimum of one (1) year of experience or equivalent combination of education and experience in clerical and administrative duties is preferred.
- Requires knowledge of office practices, principals of modern record keeping, setup and maintaining filing systems and of legal phrases and terminology.
- Prior work experience in answering telephones and interacting with the general public is preferred.
- Ability to multi-task and handle large workloads.
- Ability to work independently as well as part of a team.

B. Language Skills:

- Ability to read and comprehend simple instructions, correspondence, and memos.
- Ability to write and edit correspondence.
- Ability to effectively and professionally present information in one on one and small group situations to the general public, co-workers, and other employees of the organization.
- Requires good knowledge of the English language, spelling, and grammar.

C. 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.
- Ability to compute monetary costs and to make change.

D. 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.

E. Certificates, Licenses, Registrations:

- All certificates and registrations as required for the specific job duties performed.

Physical Demands:

- Employee must frequently stand and bend.
- Employee must frequently be able to walk/move to courtrooms and other offices in the Kendall County Courthouse and/or County Campus, including traveling independently to the Kendall County Sheriff's Office.
- Employee must be able to sit in a chair and at a desk for extended periods of time.
- Employee must frequently lift and/or move up to 10 pounds and must occasionally lift and/or move up to 25 pounds.
- Employee must be able to use hands, to finger, handle, or feel.
- Employee must be able to reach, push, and pull with hands and arms.

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- Employee must be able to talk and hear in person and via use of telephone.
- Employee must be able to use a computer and other required electronic devices to perform assigned job duties.
- Specific vision abilities required by this job include close vision, depth perception, and distance vision.

Work Environment:

- Potential problems may exist with victims, witnesses, attorneys, and the general public.
- Employee may be exposed to stressful situations.
- While performing assigned job duties, employee may be exposed to files, documents, videos and photographs of a graphic or sexual nature.
- The noise level in the work environment is usually moderately quiet.
- Employee must be able to perform all assigned job duties during normal business hours and while on call, which may require the employee to perform assigned duties outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Signature

Date