

OFFICE OF THE KENDALL COUNTY CIRCUIT COURT CLERK

Job Description

Job Title: Chief Deputy Circuit Clerk
FLSA Status: Exempt
Union: Not a Bargaining Unit Position
Supervisor: Circuit Clerk
Effective Date: June 15, 2021

Position Summary -

The Chief Deputy Clerk assists the Clerk of the Circuit Court in planning, coordinating, and directing daily operations of the Circuit Clerk's Office. The Chief Deputy Circuit Clerk's is responsible for the implementation and maintenance of an ongoing training program and provides supervision and support to the leadership team. This position shall have access to confidential information regarding personnel matters, financial information and other sensitive information related to management and internal operations of the Kendall County Circuit Clerk's Office. This position reports to the Circuit Clerk.

Essential Job Duties

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

- A.** Primary duties are direction and oversight of daily operations and management of supervisory staff of the Circuit Clerk's Office. Provides Administrative and management support in accordance with regulations and policies issued and approved by the Federal Government, State of Illinois, and the Kendall County Circuit Clerk's Office.
- Participates in the interview and selection process of new staff of the Circuit Clerk's Office.
 - Balances the supervisor's workload and grants time off request, in accordance with the needs of the office.
 - Schedules and leads supervisor meetings; providing agendas to supervisory staff and the Circuit Clerk.
 - Provides recommendations about procedures applicable to the Circuit Clerk's Office daily operations, which decisions are given substantial weight by the final decision maker.
 - Gathers data, prepares reports, and handles specialized projects.
 - Interprets and enforces all Circuit Clerk's Office rules and regulations.
 - Appraises productivity and efficiency of Circuit Clerk's Office staff, and recommends promotions or other changes in status based on the same.
 - Identifies Circuit Clerk's Office staffing needs such as staffing requirements, office equipment needs, and staff training and development.
 - Handles Employee complaints and grievances.
 - Troubleshoots and responds to emergency operational problems.
 - Makes recommendations to the Deputy Circuit Clerk and the Circuit Clerk regarding personnel discipline, hiring, and firing for supervisory staff, which recommendations are given particular weight.
 - Assume all duties of the Clerk of the Circuit Court in his/her absence.
 - Attend meetings, hearings, and or events as requested by the Circuit Clerk.
 - Assist with developing and maintaining short and long term goals and objectives.
 - Perform support functions for the Clerk of the Circuit Court.
 - Supervise, establish, and coordinate professional development opportunities for staff.
 - Develop and implement office policies and procedures.

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- Audit and analyze office procedures and make recommendations on improvement of office efficiency and effectiveness.
 - Ability to work independently and to establish and maintain cooperative working relationships with government agencies, officials, news media, and the public.
 - Maintains liaison with all county departments.
 - Assist Circuit Clerk with bargaining unit negotiations, labor – management meetings, hearings, and related correspondence.
 - Discuss error findings with appropriate supervisor and follow up with supervisor to ensure errors have been corrected.
 - Plans, leads, develops, coordinates, and implements policies, processes, and training initiatives to support the Circuit Clerk's Office.
 - Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
 - Administers or oversees the administration of human resource documentation, including, but not limited to, compensation, benefits, and leave; disciplinary matters, disputes and investigations; performance; productivity, recognition, and morale; and occupational health and safety.
 - Monitors and ensures the office's compliance with federal, state, and local employment laws and regulations, and recommended best practices, regulatory changes, and employment law.
 - Serve as office's designated Courthouse Security Committee representative.
- B. Customarily and regularly directs the work of at least two or more full –time employees:**
- Instructs and trains new supervisory staff, provides orientation, creates and maintains procedure manuals.
 - Responsible for annual reviews to evaluate work performance of supervisory staff using approved evaluation forms, takes appropriate disciplinary action when within their authority reports concerns to the Circuit Clerk and documents performance issues and related disciplinary actions according to Circuit Clerk's Office policy and procedure.
 - Oversees the coaching, mentoring, and training to improve performance and provides re-training when necessary and appropriate.
 - Other duties as may be assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the office and employees.
- Ability to prioritize tasks and to delegate them when appropriate.

Education and/or Experience:

- Bachelor's Degree from a four-year college or university, extensive office operations experience, management skills, public administration experience, or equivalent combination of education and experience.

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- Requires skill in operating a personal computer, office and case management software, excel, and general office applications.

Language Skills:

- Ability to read and comprehend simple instructions, correspondence, and memos.
- Ability to write correspondence.
- Ability to effectively 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.

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.

Physical Demands:

- Employee must occasionally stand and bend.
- Employee must occasionally be able to walk to courtrooms and other offices in the building.
- Employee must be able to sit at a desk for extended periods of time.
- Employee 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.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception, and distance vision.