



Posting Open:
10/17/2019

Posting Closed:
10/24/2019

DEPARTMENT:
County Circuit Clerk's Office

JOB TITLE:
Deputy Clerk III

UNION
AFSCME 2025A

JOB CLASSIFICATIONS:
See Attachment

STARTING SALARY:
\$18.36/hour

INTERNAL APPLICANTS ONLY

Please submit resume and completed application to:

Rock Island County
Circuit Clerks Office
1317 3rd Avenue
Rock Island, Il 61201

Or by email to:
Christine Payne
cpayne@co.rock-island.il.us

Rock Island County

Job Description

TITLE:	Deputy Clerk III
DEPARTMENT:	County Circuit Clerk's Office
SUPERVISOR:	County Circuit Clerk
FLSA:	Non-Exempt
EMPLOYMENT STATUS:	Represented Employee – AFSCME 2025A
CLASSIFICATION:	Deputy Clerk III – Grade 21

SUMMARY: Works proactively under supervision of the County Circuit Clerk or Chief Deputy with the Circuit Clerk's Office. Under direction performs specialized clerical work, which includes office support duties of a general nature, including filing, receiving documents, handling telephone inquiries and conducting initial screenings with defendants, followed by a report back to the presiding Judge for a court order. Work involves independence in the performance of duties, considerable discretion and judgment in making work decisions that require knowledge of laws and procedures applicable the area of assignment; considerable contact with county officials and the public in providing technical information from records on procedures, laws and policies. The employee receives specific assignments, works as instructed, and consults with the supervisor as needed on all matters not specifically covered in the original instructions from the supervisor, who defines objectives, priorities and deadlines.

ESSENTIAL JOB FUNCTIONS:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Customer Service Duties:
 - Answers inquiries via telephone and at the counter (e.g.) location of courtrooms, status of case(s), records search(s), disposition(s), court date(s), amount of payment(s).
 - Issues summons, subpoenas, legal documents to the public through the mail and/or over the counter.
 - Calculates and collects payments for fees and services.
 - Issues receipts for payments and affixes seals and stamps as appropriate.
 - Interviewing defendants who have a need for time to pay fines and costs; the pursuit of and collection of delinquent fines and costs; and processing requests for any extension of time to pay.
- General Office Clerical Support Duties:
 - Gathers basic information from files.
 - Files documents, records into the master file system.
 - Enters and posts information to create and update records such as card files, dockets and ledgers.
 - Enters data on forms, files or other standardized documents.
 - Balances daily receipts.
 - Opens and distributes mail to the appropriate division.
 - Operates standard office equipment.
- Specific Deputy Clerk II Duties:
 - Performs essential functions that may be assigned to the Deputy Clerk I classification.
 - Composes simple memos and letters, issues notices and warrants as ordered by court.
 - May be assigned to handle special research or complex filing.
 - Performs related work as required and attends sessions of court.
 - Prepares reports to FBI, ISP and other agencies.
- Specific Deputy Clerk III Duties:

- Performs essential functions that may be assigned to the Deputy Clerk I or II classification.
 - Interprets regulations according to well defined standards; applies rules accordingly.
 - May be assigned to gather data, prepare reports and handle other specialized projects.
 - Prepares written correspondence to general public, addressing complaints and/or supplying moderately technical information to explain departmental procedures, statewide statutes or local court rules.
 - Supervises court room activities, insuring compliance with court rules and statutes.
 - Ensures adequate staffing of circuit court clerks and support staff.
 - Reviews financial affidavits in an attempt to ensure accuracy of information contained within the affidavit and to evaluate income versus expenses and consider assets versus liabilities to present to the court.
 - Review and acquire proof of sources of income of named defendants, including public assistance, all sources of non-working income, liquid and non-liquid assets.
 - Prepare and coordinate approval of the payment order with the court.
- Each Rock Island County employee is responsible to engage in periodical activities that include, but are not limited to: (a) County-wide risk management/safety training, and (b) departmental educational training, and/or (c) evaluation/physical improvement of departmental physical assets that prevents, reduces, or corrects safety hazards

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Ability to learn administrative and court procedures, functions and authority in the area of assignment.
- Ability to handle large volumes of transactions rapidly, accurately and honestly.
- Ability to supervise the handling of monies paid into the registry of the court, including balancing cash drawers, running tapes, and comparing tapes with cash receipts.
- Ability to calculate and transcribe numbers quickly and accurately.
- Ability to be bonded.
- Maintain effective working relationships with other employees, County Officials, and the public.
- Communicate with, and respond professionally to a demanding and diverse public.
- Work independently with minimal supervision.
- Prioritize work tasks in order to meet deadlines.
- Ability to communicate effectively in writing and verbally.

Knowledge of:

- Knowledge of court procedures and policies in the area of assignment.
- Knowledge of the operations, functions, and scope of authority of the court or activity to which assigned.
- Knowledge of legal and administrative terminology and/or procedures.
- Knowledge of policies, practices and procedures of modern office techniques, filing and record keeping.
- Knowledge of supervisory principles and practices in a modern office environment.
- Knowledge of principles and practices of bookkeeping.

Skills:

- Must be able to communicate with the public and other employees in a professional, tactful and courteous manner.
- Skill in the use of modern office equipment such as (but not limited to) telephone, facsimile, copier, calculator, voice recorder, cash register, microfilm reader/printer and computer, printer and scanner.
- Critical thinking using logic and analysis to evaluate options to various situations to make work decisions in accordance with laws, regulations and departmental policies and procedures.
- Ability to maintain a variety of complex records.
- Ability to prepare reports from records.

MINIMUM QUALIFICATION REQUIREMENTS:

Education/Experience/Certification:

- High school diploma, GED or equivalent certificate of competency required, supplemented by business college level courses;
- Five (5) years experience in a court-related environment, of which two years experience is in a supervisory position; or an equivalent combination of training and experience preferred.
- Satisfactory security and background check required.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.