



**JOB POSTING**

**Posting Open: 3/3/2021**

**Closed: Until position filled**

**Department: Circuit Clerk's Office**

**Union: AFSCME 2025A**

**Job Classification: Deputy Clerk I**

**JOB CLASSIFICATIONS:**

**Grade: 13**

**Salary: \$13.13/hr.**

**Hours: 40 hours per week**

**We are not accepting hand delivered applications, please submit resume and completed application to:**

Rock Island Circuit Clerk  
1317 3<sup>rd</sup> Ave, Suite 101  
Rock Island, IL 61201

**Or email to [bedgeworth@co.rock-island.il.us](mailto:bedgeworth@co.rock-island.il.us)**

Application can be found online at <http://www.rockislandcounty.org/jobs/>

**ROCK ISLAND COUNTY**  
**CLASSIFICATION SPECIFICATION**  
**GRADE 13**

**TITLE:**            DEPUTY CLERK I

01/01/95

**Characteristics of the Class:** Under close supervision performs specialized clerical work relating to an administrative County function. Incumbent may be assigned to Circuit Clerk's Office, County Clerk's Office, Recorder's Office, Treasurer's Office, or any other court related office. Work includes office support duties of a general nature, including filing, receiving documents and handling telephone inquiries. The employee receives specific assignments; the employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions. Performs other work as requested.

**Examples of Essential Functions:**

When assigned to the Circuit Clerk's Office

Answers inquiries via telephone and at the counter (e.g.) location of courtrooms, status of case, records search, dispositions, court dates, amount of payment.

Opens and distributes mail to the appropriate division.

Issues summons, subpoenas, legal documents to the public through the mail and/or over the counter.

Files related documents, records into the master file system. Gathers basic information from files.

Enters information on CRT to create and update records.

Posts information to manual records such as card files, dockets and ledgers.

Types or writes data on forms, files or other standardized documents. Operates standard office equipment.

Calculates and collects payments for fees and services.

Issues receipts for payments and affixes seals and stamps as appropriate. Balances daily receipts.

Attends sessions of Court.

(NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.)

**Minimum Requirements:**

**A. Training and Experience**

High school diploma, GED or equivalent certificate of competency, supplemented by two years experience in general clerical work or one year experience in a court-related environment; satisfactory security and background check; or an equivalent combination of training and experience.

**B. Knowledge, Abilities and Skills**

Knowledge of policies, practices and procedures of modern office techniques, filing and record keeping.

Ability to learn administrative and court procedures, functions and authority in the area of assignment.

Ability to learn court system and administrative terminology and phraseology.

Ability to understand and follow oral and written instructions.

Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.

Ability to maintain a variety of routine records.

Ability to establish and maintain productive working relationships with other employees, county officials and the public.

Ability to communicate effectively in writing and orally.

Ability to respond to inquiries in a tactful and courteous manner.

Ability to type at least 40 wpm.

Skill in the use of modern office equipment such as telephone, facsimile, typewriter, copier, calculator, tape recorder, cash register, microfilm reader/printer and computer terminal and printer.

**Physical Requirements:** Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Environmental Requirements:** Task is regularly performed without exposure to adverse environmental conditions.

**Sensory Requirements:** Task requires visual perception and discrimination. Task requires oral communications ability.