



**Posting Open:**  
**6/24/2022**

**Posting Closed:**  
**Until Filled**

**DEPARTMENT:**  
**Circuit Clerk**

**JOB TITLE:**  
**Deputy Clerk II**

**JOB CLASSIFICATIONS:**

**Grade: 16**

**Salary: \$15.56 /hr.**

**Hours: 40 hours per week**

**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 [cmayfield@co.rock-island.il.us](mailto:cmayfield@co.rock-island.il.us)

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

## ROCK ISLAND COUNTY

### CLASSIFICATION SPECIFICATION GRADE 16

**TITLE:**        DEPUTY CLERK II

**Characteristics of the Class:** Under general supervision performs responsible specialized clerical work relating to an administrative County function. Work involves independence in the performance of duties, discretion and judgment in making work decisions that require knowledge of laws and procedures applicable to the area of assignment; contact with county officials and the public in providing technical information from records on procedures, laws and policies. The employee receives continuing or individual assignments by the supervisor generally indicating work to be done, limitation, quality and quantity expected, deadlines and priority of assignments. Performs other work as requested.

**Examples of Essential Function:**

- 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.

**Minimum Requirements:**

**A. Training and Experience**

High school diploma, GED or equivalent certificate of competency, supplemented by business college level courses in law; by three years experience in general clerical work or two years 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 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 complex records.
- Ability to prepare reports from records.
- Ability to establish and maintain productive working relationships with co-workers, court officials and the public.
- Ability to communicate effectively in writing and orally.
- Ability to respond to inquires in a tactful and courteous manner.
- Skill in the use of modern office equipment such as telephone, facsimile, typewriter, copier, calculator, tape recorder, cash register, micro-film reader/printer, computer terminal and printer.

**Physical and 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 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.