

Taylorville City

Job Description

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| Title: Clerk of the Court | Code: |
| Department: Municipal Court | Effective Date: 11/2010 |
| FLSA Status: Exempt | Last Revised: 12/24/2013 |

PRIMARY DUTY

Oversees the operation of the Court; supervises and supports all clerical employees of the court in the performance of their duties; ensures compliance with Court Policy & Procedures; supervises and supports the Judicial Case Managers and Judicial Assistants; in consultation with the judicial officers, creates and maintains the judicial calendar; in consultation with the Presiding Judge, manages the workflow of the court to ensure that case management is timely; and assists the Presiding Judge and Financial Compliance Manager in preparation of the Court's annual and mid-year budget.

SUPERVISION RECEIVED

Works under the direct supervision of the Presiding Judge.

SUPERVISION EXERCISED

Supervises and directs the Judicial Case Managers and Judicial Assistants. Supervises and Assists the Judicial Services Manager and Financial Compliance Manager Assists the Presiding Judge in the administration of the Court.

ESSENTIAL FUNCTIONS

Communicate calendar status of the court to the judicial officers. Coordinate the court calendar in consultation with the judicial officers. Ensures the compliance of court employees with applicable statutes, rules and directives. Provide training, support and progressive discipline to court employees pursuant to city and court procedure. Assist the Presiding Judge in the development of the Court's Annual and Mid-Year budget.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Internal Candidates:
 - a. Experience in Judicial Services Manager, Judicial Case Manager, or four years or more of supervisory experience in a judicial or legal setting.
 - AND
 - b. High School Diploma or equivalent.

2. External Candidates:
 - a. Graduation from high school or equivalent;
 - AND
 - b. Bachelor's Degree
 - OR
 - c. A minimum of five years of related experience in a judicial or legal setting.

3. Knowledge, Skills, and Abilities:

Considerable knowledge in:

Legal and court terminology; justice court processes and procedures; case management and processing; TAC operations and requirements; fine and fee schedules; basic accounting and bookkeeping; Coris records management program; office methods and equipment, telephone operations and receptionist functions; complex filing systems and computerized applications for records filing; GRAMA regulations and document archiving standards.

Skills:

Expertise in court procedures and rules, courtroom procedures, communication skills.

Abilities:

To follow complex instructions; work under stressful working conditions created by strict time frames; learn legal and court document formats; learn criminal and civil law as it applies to court processes; manage angry individuals and unpleasant situations; communicate effectively, verbally and in writing; develop effective working relationships with co-workers, appointed officials, professionals, and the public.

Ability to be detail oriented, basic computer skills, technologically savvy. Ability to manage time effectively, ability to multi task. Ability to use and program Microsoft Office programs. Ability to efficiently manage court resources. Ability to perform basic accounting functions. Ability to motivate, direct and inspire human resources. Knowledge of CORIS and various online criminal justice databases

4. Special Qualifications:

Will be required to successfully complete annual court training provided through the Administrative Office of the Courts. Must be bondable. Must be eligible to serve as a notary. Must be eligible to receive security clearance for access to State computer (BCI, DLD, NCIC, MVRG, NLETS). Must successfully complete TAC certification test.

WORK ENVIRONMENT:

Workers in this position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting for long periods, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Must have the ability to lift a minimum of 50 pounds.



DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I _____ have reviewed the job description. Date: _____