

JOB DESCRIPTION

Date Updated 04/05/2022	Position Title Deputy Clerk of District Court	
Department Clerk of Court	Supervisor Clerk of District Court	EEO 8747
Regular (X) Temporary ()	Full-time (X) Part-time ()	Exempt () Non-exempt (X)
Number of hours per week 40	Work hours 8:00 a.m.-Noon, 12:30 p.m.-4:30 p.m.	Shift Monday - Friday

Purpose

To assist the Clerk of District Court in carrying out the functions, responsibilities, and statutory duties of the Clerk of District Court's Office.

Essential Functions

1. Perform court operations involved in the scheduling, handling, and preparation of court calendars in accordance with the directives of the Clerk of Court, Court Administration and/or district court judges.
 2. Receive and review incoming documents received through mail, email, or electronic filings using the Efile and Serve application to determine conformity to court procedures, laws, and rules for acceptance or rejection and then route documents as appropriate and required.
 3. Ensure cases are assigned to judicial officers in accordance with court procedure and provide proper notice to parties of case numbers and judge assignments when appropriate.
 4. Record incoming documents, case proceedings, party information, and dispositions through data entry in the Case Management System and process court orders, notices and reports in accordance with business practices and established procedures.
 5. Receive and record all fees, fines, bonds, restitution or other receipts submitted to the Clerk of Courts Office.
 6. Participate in daily till balancing and deposit preparation.
 7. Receive, answer, and route telephone calls to appropriate parties and provide assistance to the public with their requests for information that do not involve legal advice, confidentiality or right-to-know laws.
 8. Implement court procedures and rules in clerk's hearings, remotely or onsite in the courtroom, as directed by the Clerk of Court. Organize cases for judges in preparation for hearings and coordinate hearing schedule with the law enforcement center, court security, attorneys and parties to ensure the proceedings flow smoothly and periodically check that courtroom equipment is working properly.
 9. Search criminal, civil, traffic and judgment records for information and documentation upon request.
 10. Participate in jury pool creation, preparing and mailing jury summons and entering juror information and generating juror or financial reports using the District Court Jury Management System.
 11. Use FACES program for updating child support case information, generating documents and processing transcription of cases to other counties and returns back to McLean County and complete quarterly reporting of hours worked on child support cases as required by state.
 12. Assist in records retention schedule compliance as it applies to court cases.
 13. Perform other duties of a comparable level or type.
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Marginal Functions

1. Copy various documents.
2. Perform various clerk functions at the discretion of the Clerk of Court.
3. Communicate with other county departments, agencies and entities on a daily basis.
4. Certify documents on the Clerk of Court's behalf in her absence.

Knowledge, Skills, and Abilities Required

1. Knowledge of general office equipment, software and general office procedures.
2. Knowledge of grammar.
3. Knowledge and understanding of legal terminology, court documents, court routines and operations.
4. Knowledge of office etiquette.
5. Knowledge of general laws, rules, policies and procedures pertaining to the court
6. Interpersonal and customer service skills adaptable to a diverse range of individuals.
7. Skilled in preparing and processing of legal documents, orders, judgments, or reports.
8. Skilled in prioritization of court documents in a timely manner and strong record keeping skills.

Education and Experience Required

1. Requires a high school diploma or equivalent, a two-year associate's degree with coursework in a legal field is preferred.
2. Helpful to have experience in the operation of this office or comparable legal setting.
3. Experience with Windows, Microsoft Word, and Microsoft Excel is helpful.

Working Conditions and Physical Demands

On a frequent to regular basis this job requires: standing - remaining on one's feet in an upright position; walking - moving about on foot; climbing - ascending or descending ladders, stairs, using the feet and legs and/or hands and arms; stooping - bending the body downward by bending the spine at the waist; and lifting - raising or lowering objects of more than 10 pounds from one level to another (including upward pulling). This job requires the ability to operate/control office equipment including computers, scanners, software, printers, calculators, fax machines, telephones and photocopiers. Overall, the fundamental job duties require physical exertion which is most characterized as sedentary work or lifting up to 10 pounds. A sedentary job is defined as one which involves sitting though a certain amount of walking and standing is often necessary in carrying out fundamental job duties.

Other Assignments

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments.

I have reviewed and determined that this job description accurately reflects the position.

Supervisor/Department Head

Date

Chairperson,
Board of County Commissioners

Date

Employee

Date