

**County of Grundy
Job Posting**



Date of Posting: August 8, 2022
Applications Accepted: Posted Until Filled
Job Title: Court Clerk
Department: Circuit Clerk Office
Reports To: Circuit Clerk
FLSA Status: Full-Time, 40 hours per week, Non-Exempt
Salary Range: \$17.00 per hour

SUMMARY

Performs complex work of considerable difficulty in recording and processing court proceedings; Coordinates the policies and procedures of the Circuit and provides requested services to lawyers and the public at large; performs other work as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Respond to verbal and written inquiries from the legal community and general public
- Responsible for accurate information generated in the courtroom including court minutes, witness and jury information, exhibits / evidence and orders, scheduling upcoming court dates, scan orders/documents tendered in court
- Administer oaths to witnesses, interpreters, jurors and defendants
- Distribute opinions, orders, docket entries, correspondence, forms etc. of a specialized and confidential nature
- Open new cases in PCJ when filed in court
- Close terminated / post-terminated cases, including entering court dispositions per court order/judgment; reinstate cases with vacating orders
- Return court files to shelf after court hearing or to the appropriate clerk per court order
- Answer telephones and assist callers by directing them to the appropriate party, department, outside agency or other resource
- Answer questions and provide information within specific guidelines to people in the courtroom
- Stock forms and other written materials in courtroom
- Maintain and update case management system with case information
- Receive and maintain custody of exhibits during trial; return exhibits in a timely manner
- Maintain Judge's calendar; schedule and confirm hearings and trials including out of county cases assigned to the Judge; notify Chief Judge's office to Judge's schedule
- Set up Zoom "event" for video court

- Coordinate with Circuit Clerk regarding orders for interpreters
- Coordinate with Court Clerks regarding court reporter needs
- Attend court for other court clerk as needed
- Prepare and email/mail documents and notices to litigants, attorneys, and government agencies when required or as directed
- Review and set status on pending cases
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures
- Assist with Circuit Clerk office operations as needed
- Other duties as assigned in order to efficiently operate the office of the Circuit Clerk

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF

- English, spelling and arithmetic
- The court system, preferred
- Basic office equipment and have experience with Microsoft office programs

EDUCATION and/or EXPERIENCE

- High School Diploma or General Education Degree (GED)
- General office experience which includes providing customer service

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

ABILITY TO:

- Understand legal orders
- Be a team player with willingness to support departmental success
- Follow direction and work independently
- Work with diverse groups of people
- Deal with difficult people using strong customer service skills
- Multi-task with good attention to detail
- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Work effectively under stress

- Maintain confidentiality

SUPERVISORY RESPONSIBILITIES

None

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties and tasks requested by management. All requirements are subject to possible modification in order to reasonable accommodate individuals with disabilities.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with “Court Clerk” in the subject of the email or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.