

**County of Grundy-Job Posting
Circuit Clerk Office**



Date of Posting: May 11, 2023
Applications Accepted: Posted Until Filled
Job Title: Child Support / Jury Clerk
Department: Circuit Clerk Office
Reports To: Circuit Clerk
FLSA Status: Full-Time, 40 hours per week, Non-Exempt
Salary Range: \$16.00 per hour

SUMMARY:

Performs clerical duties and provides requested services to lawyers and the public at large; performs other work as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Child Support:

- Set up and maintain child support accounts, records and payments per court order in internal case management system and in State Disbursement Unit (SDU) system
- Collect/maintain annual child support fees paid in office, online and to collection agency
- Print SDU reports as requested by attorneys, payers and payees

Jury Duty:

- Summons Petit Jurors each month and Grand Jurors twice a year
- Prepare juror questionnaires for court staff and attorneys for scheduled trials
- Create juror schedule and update jury hotline with schedule information
- Assist jurors with questions related to the jury process
- Check in jurors, issue debit cards for payment and upload payment information to Rapid Financial solutions

Appeals:

- Prepare Notice of Appeal and electronically file with the Appellate Court
- Notify court reporters and appellate defender of filed appeal, if needed
- Gather and prepare exhibits
- Prepare and export appeal from case management system then electronically file with the Appellate Court via Odyssey
- File Mandates returned from the Appellate Court

General /Daily Duties:

- Assist court patrons in person, on phone and/or via email with inquiries on judicial process and electronic filing of documents in a professional demeanor.
- Assist with the processing of electronically filed pleadings in Odyssey and internal case management system

- Process Orders of Protection
- Pull files for court two days in advance
- Prepare dockets and files for next days' court call
- Schedule weddings and print marriage licenses on the day of wedding
- File wills
- Review publications and process as needed
- Process copy requests received via e-mail, phone and mail
- Balance payments made in office on a daily basis
- Maintain compliance with all company policies and procedures
- 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 at the time of hire or for the continuation of employment.

EDUCATION and/or EXPERIENCE:

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

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand child support orders
- Knowledge of basic office equipment and have experience with Microsoft office programs
- Good written and verbal communication skills with a wide variety of people
- Follow direction and work independently
- Deal with difficult people using strong customer service skills
- Multi-task with good attention to detail
- Apply common sense understanding to carry out written and verbal instructions
- Ability to effectively solve problems while maintaining good judgment and self-control
- Work effectively under stress
- Maintain confidentiality

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, stand, walk, use hands and fingers, handle or feel, talk, listen and reach with hands and arms. The employee may lift and/or move up to 10 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@grundycountyil.gov with "Child Support/Jury 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 for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).

Updated: January 2023