

KENDALL COUNTY CLASS SPECIFICATION

DEPUTY DISTRICT CLERK I

GENERAL SUMMARY

Under general supervision, the purpose of the position is to assist District Clerk in carefully maintaining and arranging the records related to or lawfully deposited in the clerk's office. Employees in this classification are responsible for performing a variety of office tasks including filing documents in court files, preparing new folders for civil and family law cases, making copies, and preparing notification of final orders.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Performs a variety of office tasks including answering the telephone, making copies, filing court documents in court files, preparing new folders, preparing notification of final orders and assist the general public.

Assist with processing e-filings.

Issues papers during the life of the case which includes notices, citations, and temporary restraining orders. Prepare and forward protective orders, expunctions, non-disclosures, and occupational licenses, to required agencies or departments to be processed.

Enters all judgments of the court under the direction of the judge; records all executions issued and the returns issued on the executions.

Indexes all new cases; types docket sheets and files in correct binders.

Reviews and prepares civil court cases.

Prepares mail, applies postage and submits to post office.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by one to three years of previous experience or training that includes office administration or legal experience.

LICENSES AND CERTIFICATIONS

No licenses or certifications are required for this position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office procedures and equipment.
- Correct English usage and grammar.

Ability to:

- Utilize various advisory and design data and information such as court documents and files.
- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, attorneys, judges, and courts.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, and sit.
- Exert light physical work in an office environment in a mainly sedentary position.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.