

KENDALL COUNTY CLASS SPECIFICATION

ROTATING JUSTICE COURT CLERK

Job Code:

GENERAL SUMMARY

Under general supervision, the purpose of the position is to manage the clerical and financial operations of the Kendall County Justice Court. Employees in this classification perform routine and non-routine clerical work. Position is responsible for completing, processing and maintaining various court documents with a high level of confidentiality and processes financial records for the court including collection of fees.

This position will require rotating weekly between the 4 JP offices. They will be on-call to step in when the standard clerk is out for sick leave, vacations and/or training seminars and/or as needed by the JP offices. They will be under the direct supervision of the Justice of the Peace at each individual office. This individual must be flexible on their scheduling due to possible last minute changes. Bilingual is helpful, however, not necessary. It will be required that this individual keep confidentiality within each JP office.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Prepares and processes a variety of official documents such as citations, judgments, warrants, summons, writs, complaints, affidavits, routine reports, subpoenas, notices, jury lists and form letters; maintains documentation of all records of proceedings in all cases; and prepares correspondence for the court.

Maintains files for all criminal and civil records filed with the court.

Processes civil cases including evictions, small claims, debt claims and repair and remedy cases.

Collects and processes all monies received by the court through fines, fees, restitutions, and bonds.

Greets and assists the public in person and on the telephone; explains procedures, instructions on court processes, and fines and forms; and responds to inquiries on case status and answers unusual and difficult questions regarding procedures and time limits.

Reports conviction information to appropriate agencies.

Attends hearings and acts as the clerk of the courtroom as required.

Conducts research through the computer, files, and dockets.

Prepares and transfers appeals to the proper court.

Maintains knowledge in legislative changes necessary to assist the public and update fees.

Maintains the court calendar through scheduling of all civil, bench and jury trials and also scheduling show cause and other miscellaneous hearings.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by one (1) to two (2) years previous experience or training that includes court procedures and clerical operations..

LICENSES AND CERTIFICATIONS

No licenses or certifications are required for this position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Local, state and federal laws.
- Court procedures, processes and legal terminology
- Modern office procedures and equipment
- Computer equipment
- Correct English usage and grammar.

Ability to:

- Utilize various advisory and design data and information such as court documents and court case 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 and County personnel.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, sit and stand.
- 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.