



Nancy J. Boose
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Vermilion County Board

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Notice of Job Vacancy

DATE: December 21, 2017

POSITION: *Judicial Court Clerk I*

DEPARTMENT: Circuit Clerk's Office

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW - Judicial

BASIC FUNCTION: Under general provisions of the Circuit Clerk, establishes, prepares, maintains, dispositions and records cases, lists indexes, court calendars, enters data into and retrieves data from computer terminal and all elements of the system, which are directly connected with it. Serves as court clerk to one or more Judges; performs arduous tasks requiring responsible decisions in accordance with established policies. Performs extensive data entry on the JIMS System.

DESIRED REQUIREMENTS: Requires high school diploma or GED; good handwriting and at least one year office experience in data entry.

TESTING REQUIRED: Data Entry, Typing, Spelling and Grammar

STARTING SALARY: \$ 23,640

APPLICATION PERIODS: December 21 - 28, 2017 (Internal)
December 29, 2017 – until positions are filled (External)

METHOD OF APPLICATION: Apply in person or send applications to:

Human Resources Director
Vermilion County Board Office
6 N. Vermilion Street, 3rd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available on-line at www.vercounty.org

AA/EOE

POSITION CLASSIFICATION DESCRIPTION

JUDICIAL COURT CLERK I
BARGAINING UNIT: IBEW JUDICIAL

CIRCUIT CLERK

DISTINGUISHING FEATURES OF WORK:

Under the general supervision of the Clerk of the Circuit Court establishes, prepares, maintains, dispositions, warrants, and records cases, lists, indexes, court calendars, enters data into and retrieves data from computer terminal and all elements of the system which are directly connected with it. Serves as court clerk to one or more judges; performs arduous tasks requiring responsible decisions in accordance with established policies. Performs extensive data entry on JIMS System/PC JIMS.

ILLUSTRATIVE EXAMPLES OF WORK:

01. Serves as Court Clerk maintaining accurate records of cases involved, including motions, orders, verdicts, dispositions, warrants, summons, rule to show cause, bonds, summary suspensions, alcohol evaluations, mittimus, time to pay notations, court supervision terminations, wage garnishments, citations to discover assets, conditions of probation, order of protection and writs. Types court orders of disposition and documents judges' comments and statements made during court proceedings.
02. Sets up all cases; affixes docket numbers on all related exhibits, files or any other instruments ordered by the presiding judge.
03. Prepares summons and mittimus as ordered; prepares and maintains records of disposition for each document and forwards such information to the appropriate governmental agency.
04. Makes independent decisions within a defined scope requiring experienced knowledge of departmental rules, regulations and functions; exercises considerable judgment on various important problems following established policies and procedures.
05. Establishes and maintains judges' calendar to efficiently expedite cases through the court system. Sets dates and prepares notices of hearings and orders to parties concerned with legal actions. Prepares copies of said calendars for use by State's Attorney's Office, Public Defender's Office, Public Safety Building, judges and private attorneys.
06. Prepares and assembles files on appeal cases, assuring that all documents and files are complete and duplicated in proper amounts, certified and mailed to the appellate court, defendant and/or the legal representatives.
07. Prepares and types a variety of materials to include but not limited to: court dockets, certificate of mailings, and special reports, involving legal terminology.
08. Assists public with information. Updates case on accounts receivable daily sheet and computer. Sustains courteous and respectful composure under normal and adverse conditions, while serving in court room, or in office.
09. Establishes and maintains files and filing systems.
10. Administers oath to witnesses.

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11. Imparts pertinent information to judges, attorneys, clerks, deputies, other governmental agencies, news media and public. Secures information for judges, and contacts witnesses, attorneys, and litigants to obtain information for court, and instructs parties when to appear in court. Performs criminal records checks.
12. Operates the computer terminal and all elements connected thereto, enters and retrieves data using the computer terminal under the direct supervision of the Department Head/Officeholder, using the JIMS System/PC JIMS.
13. Performs other duties as required or assigned.

DESIRABLE REQUIREMENTS: 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.

01. EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or twelve months related experience and /or training; or equivalent combination of education and experience.

02. LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine report, and correspondence. Ability to speak effectively before managers, clients, customers, and the general public.

03. MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

04. REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: 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.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.
