



**Rock
Island
County**

Posting Open:
12/4/17

Posting Closed:
12/13/17

DEPARTMENT:
Circuit Clerk

JOB TITLE:
Deputy Clerk I

JOB CLASSIFICATIONS:

See Attachment

Grade: 13

Salary: \$12.37/hour

40 Hours per week

Please submit application, cover letter and resume to:

Rock Island County
Attn: Circuit Clerk's Office
210 15th Street
Rock Island, IL 61204

Or email to sgomez@co.rock-island.il.us

Or fax to (309) 558-3587

ROCK ISLAND COUNTY
CLASSIFICATION SPECIFICATION
GRADE 13

TITLE: DEPUTY CLERK I

01/01/95

Characteristics of the Class: Under close supervision performs specialized clerical work Relating to an administrative County function. Incumbent may be assigned to Circuit Clerk's Office, County Clerk's Office, Recorder's Office, Treasurer's Office, or any other court related office. Work includes office support duties of a general nature, including filing, receiving documents and handling telephone inquires. The employee receives specific assignments; the employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions. Performs other work as requested.

Examples of Essential Functions:

When assigned to the Circuit Clerk's Office

Answers inquiries via telephone and at the counter (e.g.) location of courtrooms, status of case, records search, dispositions, court dates, amount of payment.

Opens and distributes mail to the appropriate division.

Issues summons, subpoenas, legal documents to the public through the mail and/or over the counter.

Files related documents, records into the master file system. Gathers basic information from files.

Enters information on CRT to create and update records.

Posts information to manual records such as card files, dockets and ledgers.

Types or writes data on forms, files or other standardized documents. Operates standard office equipment.

Calculates and collects payments for fees and services.

Issues receipts for payments and affixes seals and stamps as appropriate. Balances daily receipts.

Attends sessions of Court.

When assigned to the County Clerk's Office

Alphabetizes applications for birth, marriage, and death documents; prepares County Clerk receipts of the vouchers from the Treasurer's Office; seals marriage licenses with the County seal; ensures all office inventory is ordered and stocked; receives cash for issuing documents.

Answers the telephone and transfers calls to appropriate extensions; distributes mail.

Registers assumed business names; file stamps, applications and publication certificates; mails Certificates of Ownership of Business.

Answers incoming inquiries; issues Notary Public Certificates.

Makes corrections for birth certificates

Records death certificates.

Proofreads the County Board Minutes.

Renews Liquor Licenses for Rock Island County; mails notices to all renewals.

Mails Statements of Economic Interest forms; maintains records of current names, addresses, and filing dates for each person required to file on a computer program.

When assigned to the Recorder's Office

Pulls and files microfilm cards.

Makes copies; types certified copies and tract cards.

Waits on customers and responds to public inquiries.

Compares Entry Book sheet printouts.

Compares tract cards.

Prepares mail for distribution.

Microfilms documents; enters data into the computer.

Indexes documents.

(NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.)

Minimum Requirements:

A. Training and Experience

High school diploma, GED or equivalent certificate of competency, supplemented by two years experience in general clerical work or one year experience in a court-related environment; satisfactory security and background check; or an equivalent combination of training and experience.

B. Knowledge, Abilities and Skills

Knowledge of policies, practices and procedures of modern office techniques, filing and record keeping.

Ability to learn administrative and court procedures, functions and authority in the area of assignment.

Ability to learn court system and administrative terminology and phraseology.

Ability to understand and follow oral and written instructions.

Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.

Ability to maintain a variety of routine records.

Ability to establish and maintain productive working relationships with other employees, county officials and the public.

Ability to communicate effectively in writing and orally.

Ability to respond to inquiries in a tactful and courteous manner.

Ability to type at least 40 wpm.

Skill in the use of modern office equipment such as telephone, facsimile, typewriter, copier calculator, tape recorder, cash register, microfilm reader/printer and computer terminal and printer.

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Task requires visual perception and discrimination. Task requires oral communications ability.