



**JOB POSTING**

**Posting Open: 1/12/2021**

**Closed: 1/22/2021**

**Department: Circuit Clerk's Office**

**Union: AFSCME 2025A**

**Job Classification: Administrative Assistant III**

**JOB CLASSIFICATIONS:**

**Grade: 23**

**Salary: \$21.03 /hr.**

**Hours: 40 hours per week**

**We are not accepting hand delivered applications, please submit resume and completed application to:**

Rock Island Circuit Clerk  
1317 3<sup>rd</sup> Ave, Suite 101  
Rock Island, IL 61201

Or email [bedgeworth@co.rock-island.il.us](mailto:bedgeworth@co.rock-island.il.us)

Application can be found online at <http://www.rockislandcounty.org/jobs/>

# Rock Island County

## Job Description

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<b>TITLE:</b>	Administrative Assistant III
<b>DEPARTMENT:</b>	County Circuit Clerk's Office
<b>SUPERVISOR:</b>	County Circuit Clerk
<b>FLSA:</b>	Non-Exempt
<b>EMPLOYMENT STATUS:</b>	Represented Employee – AFSCME 2025A
<b>CLASSIFICATION:</b>	Administrative Assistant III – Grade 23

**SUMMARY:** Works proactively under supervision of the County Circuit Clerk or Chief Deputy with the Circuit Clerk's Office. Performs a variety of administrative functions. Requires knowledge of departmental and county policies, accounting, and other data. Schedules appointments, gives information to callers, takes notes and otherwise relieves Circuit Clerk of clerical work and minor administrative and business detail. Familiar with standard concepts, practices and procedures within the Circuit Clerk's Office. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Work involves independence in the performance of duties, considerable discretion and judgment in making work decisions that require knowledge of laws and procedures applicable the area of assignment; considerable contact with county officials and the public in providing technical information from records on procedures, laws and policies. The employee receives specific assignments, works as instructed, and consults with the supervisor as needed on all matters not specifically covered in the original instructions from the supervisor, who defines objectives, priorities and deadlines.

### ESSENTIAL JOB FUNCTIONS:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Interacts and coordinates with court partners, county departments, county board and but not limited to attorneys, general public, law enforcement agencies, AOIC, DHS, SDU, financial institutions, and private auditors as necessary to ensure successful adherence to department responsibilities and goals.
- Represents the Circuit Clerk's Office with other department staff, the community and other organizations as needed to collect or relay information and coordinate department objectives.
- Customer Service Duties:
  - Answers inquiries via telephone and at the counter (e.g.) location of courtrooms, status of case(s), records search(s), disposition(s), court date(s), amount of payment(s).
  - Issues summons, subpoenas, legal documents to the public through the mail and/or over the counter.
  - Calculates and collects payments for fees and services.
  - Issues receipts for payments and affixes seals and stamps as appropriate.
  - Interviewing defendants who have a need for time to pay fines and costs; the pursuit of and collection of delinquent fines and costs; and processing requests for any extension of time to pay.
- General Office Clerical Support Duties:
  - Gathers basic information from files.
  - Files documents, records into the master file system.
  - Enters and posts information to create and update records such as card files, dockets and ledgers.
  - Enters data on forms, files or other standardized documents.
  - Balances daily receipts.
  - Opens and distributes mail to the appropriate division.
  - Operates standard office equipment.

- **Administrative Assistant III Duties:**
  - Supervises staff of the circuit clerk's office as needed to ensure successful performance, training program and provides daily court schedule and office assignments.
  - Comprehends and has knowledge of each division of the circuit clerk's office and may perform duties when a vacancy occurs.
  - Investigates, troubleshoots or recommends solutions to complex or unusual inquires, issues and abnormalities.
  - Interprets and applies regulations and policies ensuring consistency and compliance with governing laws, Supreme Court Rules and regulations.
  - Provides reports or status updates on projects or issues to Circuit Clerk or Chief Deputy or offers timelines for completion.
  - Places orders with direction, tracks and submits expenses and assists in the organization and collection of data for budgeting.
  - Develops and distributes training materials and standard operating procedures.
  - Provides detailed reports to but not limited to court partners, law enforcement agencies, court agencies, auditors and submit forms as needed.
  - Creates, manages and removes users from online systems including but not limited to financial, efilings and collections portals.
  - Processes ACH transfers, approves investment transfers and processes refunds for IDROP tax offsets.
  - Coordinates with HFS for contractual reimbursement.
  - Performs duties of Deputy Clerk I, II & III.
  
- Each Rock Island County employee is responsible to engage in periodical activities that include, but are not limited to: (a) County-wide risk management/safety training, and (b) departmental educational training, and/or (c) evaluation/physical improvement of departmental physical assets that prevents, reduces, or corrects safety hazards

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Ability to:**

- Learn administrative and court procedures, functions and authority in the area of assignment.
- Handle large volumes of transactions rapidly, accurately and honestly.
- Supervise the handling of monies paid into the registry of the court, including balancing cash drawers, running tapes, and comparing tapes with cash receipts.
- Calculate and transcribe numbers quickly and accurately.
- Be bonded.
- Maintain effective working relationships with other employees, County Officials, and the public.
- Communicate with, and respond professionally to a demanding and diverse public verbally or in writing.
- Work independently with minimal supervision.
- Prioritize work tasks in order to meet deadlines.
- Maintain a variety of complex records.
- Prepare reports from records.

### **Knowledge of:**

- Court procedures and policies in the area of assignment.
- Operations, functions, and scope of authority of the court or activity to which assigned.
- Legal and administrative terminology and/or procedures.
- Policies, practices and procedures of modern office techniques, filing and record keeping.
- Supervisory principles and practices in a modern office environment.
- Principles and practices of bookkeeping.

### **Skills:**

- Must be able to communicate with the public and other employees in a professional, tactful and courteous manner.

- Skill in the use of modern office equipment such as (but not limited to) telephone, facsimile, copier, calculator, voice recorder, cash register, microfilm reader/printer and computer, printer and scanner.
- Critical thinking using logic and analysis to evaluate options to various situations to make work decisions in accordance with laws, regulations and departmental policies and procedures.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

##### **Education/Experience/Certification:**

- High school diploma, GED or equivalent certificate of competency required, supplemented by business college level courses;
- Five (5) years experience in a court-related environment, of which two years experience is in a supervisory position; or an equivalent combination of training and experience preferred.
- Satisfactory security and background check required.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.