



CHARLENE M. MARKLEY
Clerk of the Circuit Court
100 N. Main Street, P.O. Box 152
Lewistown, IL 61542
Telephone: 309-547-3041

Office Hours
8 AM – 4 PM
Closed
Saturdays

Posting Open:
March 4, 2024

Posting Closed:
March 22, 2024

DEPARTMENT:
Circuit Clerk

JOB TITLE:
Deputy Clerk

JOB CLASSIFICATIONS:

Grade: 3

Salary: \$18.99 /hr.

Hours: 35 hours per week
Monday-Friday 8:00 AM to 4:00 PM (overtime maybe required)

Additional Benefits: Paid vacation time pending years of service, paid sick time, paid holidays, Health Insurance (including dental/vision) and IMRF pension plan

Please submit resume and application to:

Fulton County Circuit Clerk
P.O. Box 152
Lewistown, Illinois 61542
or email cmarkley@9thjudicial.org

Fulton County is and Equal Opportunity Employer

Fulton County Circuit Clerk Deputy Clerk Job Description

TITLE: Deputy Clerk
DEPARTMENT: Circuit Clerk's Office
SUPERVISOR: Circuit Clerk
EMPLOYMENT STATUS: Represented Employee – AFSCME
CLASSIFICATION: Deputy Clerk – Grade 3

SUMMARY: Works proactively under specific guidance of the Circuit Clerk or Chief Deputy within the Circuit Clerk's Office. Under close supervision provides clerical, administrative, customer service, data and record keeping entries for court operations. Work includes clerical duties of a general nature, including filing, receiving documents, addressing telephone inquiries, attending sessions of court, providing assistance to the judge and maintaining the court record within one division. 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.

ESSENTIAL JOB FUNCTIONS:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Deputy Clerk Duties:
 - Provide customer assistance to judges, other court partners, litigants, other agencies and the general public, either in person, by phone or electronically.
 - Respond to requests for information concerning court proceedings, document filing, case scheduling and court fees.
 - Process case filings received through the mail, in person or electronically. Determine when fees or waivers are required. Update case information including appropriate security, process filing fees and issue summons when necessary. Affix seals and stamps, as appropriate.
 - Receive and process payments received. Calculate, collect and apply payments received. Determine if payments received can be accepted without a court appearance required based on Supreme Court Rules or by local procedures provided.
 - Issue receipts for payments. Research and correct any discrepancies.
 - Assist with document filings pursuant to the Safe Harbor Policy and guidance provided by the Illinois Supreme Court.
 - Setup and maintain alphabetic and numeric files, classify active, inactive and archived files both in paper form and electronic systems.
 - Organize, maintain, and update files, data and documents timely. Receive and enter various documents filed in person, by mail, in court, electronically or via scanning, this includes updating case information timely, and process files to be transferred to other counties per court order.
 - Provide clerical assistance to judges, enter disposition information, take notes and update case information, as required.

- Enter fines and court fees based on court order, statute, Illinois Supreme Court Rule, local court rule or fee setting resolutions, as directed.
- Process court notices, mailing notices to court participants or other parties pursuant to court order or statute. Calculate fees for copies and deliver accordingly.
- General Office Clerical Support Duties:
 - Gather basic information from files.
 - Process documents, scan and index documents in the case management system.
 - Use discretion with handling confidential case information, including public and non-public case documents or data.
 - Enter and post information to create and update records such as card files, case minutes, hearing information, labels and ledgers.
 - Enter data on forms, files or other standardized documents.
 - Balance daily receipts.
 - Open and distribute mail to the appropriate division.
 - Operate standard office equipment such as fax machines, copiers, phone systems, scanners, and computers.
 - Update data within the court's case management system, word processing programs, and other software applications.
 - Provide a variety of clerical and administrative support functions for the department.
 - Perform all duties in a timely manner.
- Attend sessions of Court as scheduled or required.
- Circuit Clerk employee will engage in periodical activities that include, but are not limited to: departmental educational training.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Organize tasks, set priorities, meet critical deadlines, and follow up assignments timely with a minimum of direction.
- Perform basic mathematical computations such as addition, subtraction, multiplication and division.
- Learn administrative and court procedures, functions and authority in the area of assignment.
- Learn the court system and administrative terminology and phraseology.
- Maintain effective working relationships with other employees, County Officials, and the public.
- Communicate and respond in a professional, tactful and courteous manner to a demanding and diverse public.
- Work independently with minimal supervision.
- Prioritize work tasks.
- Meet deadlines.
- Follow oral and written instructions.

Skills:

- Must be able to communicate with the public and other employees in a professional, tactful and courteous manner.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Demonstrate skill in the use of modern office equipment such as telephone, facsimile, copier, calculator, voice recorder, cash register, microfilm reader/printer and computer terminal and printer.
- 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:**

- High school diploma, GED or equivalent certificate of competency.

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.