



## **Greg Vaccaro**

### *LaSalle County Circuit Clerk*

119 West Madison Street    Ottawa, IL 61350  
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[www.lasallecounty.com](http://www.lasallecounty.com)

## **Job Posting: Notice of Vacancy**

It is the intention of the LaSalle County Circuit Clerk's Office to fill one or more vacancies in the following job classification.

**Job Classification:**      Work Flow Clerk (formerly held by Linda W)

**Location:**                LaSalle County

**Department:**          LaSalle County Circuit Clerk  
119 W. Madison, Room 201  
Ottawa, IL 61350

**Regular Work Week:**   Monday through Friday

**Hours of Work:**        8:00am – 12:00pm (Part time position – 20 hours per week; No health insurance benefits are provided in this position)

**Wage:**                    Salary will be based according to pay scale of the AFSCME Local 978 union handbook for the position.

See *Job Description* for duties, minimum qualifications and physical demands

Applications may be made in the Office of the Circuit Clerk, Downtown Courthouse, Room 200.

**Posting Period: 10/18/2019 – 10/24/2019** (shortened with permission of union to 5 days)

# LaSalle County Circuit Clerk

## Job Description



**Job title:** Workflow Clerk

**Work Location:** Downtown Courthouse

**Division/Department:** Circuit Clerk

**Reports to:** Civil Office Supervisor

**Employment Classifications:**

- Full-time    Part-time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Salary Grade:**   1  

**Current Employee holding position is:**

\_\_\_\_\_

**Essential Duties and Responsibilities:**

Under general supervision, performs a variety of general office work, accounting and legal procedures relating to the filing and processing of court cases.

- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures
- Scan all documents from mail, counter and court work
- Respond to verbal and written inquiries from legal community and general public
- Execute passports & receipt appropriate payment of fees when required
- Review and balance daily batch
- Answer telephones and assist callers by directing them to the appropriate party, department, outside agency or other resource
- Maintain scanner
- Delete & rescan documents with errors or corrections
- Hole punch (and staple if multiple pages) all scanned/e-filed documents and transfer to proper area
- Review & stuff pleadings in court files after scanned, when needed
- Responsible for fixing errors in documents presented for scanning
- Copy all documents that scanner will not accept and replace after scanning
- Prepare original wills for filing
- Respond to public requests for information and inquiries relating to Court procedures
- Perform a variety of responsible clerical support duties including preparing, copying, collating and filing various court documents, forms, and other materials
- Take emergency files (OP, walk-in Divorce, etc.) to court after scanning, when needed
- Monitor and replace patch sheets when needed
- Maintain and update case management system with case information
- Answer questions and provide information within specific guidelines to people at counter
- Provide forms and other written materials to the public if needed
- Other duties as assigned in order to efficiently operate the office of the Circuit Clerk

**Education and/or Work Experience Requirements:**

- High School Diploma or General Education Degree (GED)required.
- Ability to type minimum of 50 words per minute
- Exhibit understanding to follow complex legal orders
- Good written and verbal communication skills with a wide variety of people
- Exhibit knowledge of the Court System
- Exhibit the ability to work with diverse groups of people
- Exhibit the ability of dealing with difficult people using strong customer service skills
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Ability to follow direction and work independently
- Ability to multi-task with good attention to detail
- Team player with willingness to support departmental success
- Must possess time management skills

**PHYSICAL DEMANDS:**

Requires sitting (3-4 hrs), standing/walking (1-2hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work - May require lifting up to 25 pounds and carrying objects weighing up to 10 pounds.

**WORK ENVIRONMENT:**

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**