

CHIEF DEPUTY CLERK OF COURTS

DEFINITION

Under general direction of the Clerk of Circuit Court, this is an advanced professional management position supervising the day-to-day operations and administering the activities of the department; performs related work as required.

EXAMPLES OF DUTIES

Assists the Clerk of Courts in planning, directing, supervising and evaluating the operation of the office; establishes and implements agency policies and operational procedures; recruits, hires, trains, supervises, evaluates, promotes and disciplines employees of the Clerk of Courts office; serves as liaison between courts and other county departments; oversees development of departmental annual budget; monitors budgeted expenses, including analysis of costs; approves and oversees processing of bills for payment; supervises, analyzes and reviews case filings and recommends necessary case flow procedural changes; maintains official court documents, files and records; reviews and analyzes pending and enacted legislation, ordinances and rules for the general public, governmental agencies and court staff; serves as backup for other managerial personnel; ensures overall agency performance and effectiveness; in absence of Clerk of Circuit Court, assumes responsibility for the office; attends County Board and other committee meetings as required by the Clerk of Circuit Court which may occasionally involve evening commitments.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation and four years of administrative experience including at least two years in the supervision or lead work of an office involving records management. Two years of full-time post high school course work in business administration, computer science, accounting or closely related field may be substituted for one year of the required experience. Training or experience in automated records management is preferred.

Knowledges and Abilities: Knowledge of and ability to interpret state statutes; a working knowledge of federal regulations, state and local rules, and county ordinances pertaining to the administration of court records; ability to train, direct and monitor the work of others, including program level supervisors; knowledge of the terms and procedures used by the courts; ability to work independently and to establish and maintain cooperative working relationships with other governmental agencies, officials, news media and the public; ability to develop and implement office policies and procedures; ability to analyze office operations and make recommendations on improving efficiency and effectiveness; ability to maintain and process complicated court records; ability to interpret computer generated records and to work with others on the modification and/or implementation of automated record systems; ability to communicate effectively, orally and in writing.