



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

County Administration Building 201 N. Vermilion Danville, IL 61832
Phone: (217) 554-6005 Fax: (217) 554-6010 e-mail: njboose@vercounty.org

NOTICE OF JOB VACANCY

DATE: June 23, 2022

POSITION: *Judicial Court Clerk II*

DEPARTMENT: Circuit Clerk's Office

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW - Judicial

BASIC FUNCTION: Under direction, either performs technical accounting work in maintaining a complex, complete set of support account books by fund, or grant; or supervises the maintenance of the verification process of documents involving vouchers, invoices, inventory lists which might require cross-references with contractual agreements or other documents.

DESIRED REQUIREMENTS: Requires high school diploma or GED; three years clerical bookkeeping experience; good handwriting; or knowledge, skills and mental development equivalent to completion of two years college with course work in accounting.

STARTING SALARY: \$ 29,714

APPLICATION PERIODS: June 23 - 29, 2022 (Internal)
June 30, 2022 until position is filled (External)

METHOD OF APPLICATION: Apply in person or send resume and application to:
Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications are available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EEO

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.

POSITION CLASSIFICATION DESCRIPTION

JUDICIAL COURT CLERK II
BARGAINING UNIT: IBEW JUDICIAL

CIRCUIT CLERK

DISTINGUISHING FEATURES OF WORK:

Under the general supervision of the Clerk of the Circuit Court, performs technical accounting work, sets up accounts for support, maintenance, fines, costs, fees and other funds; supervises the maintenance of the verification process of documents involving vouchering, invoices, inventory lists, which might require cross-references with contractual agreements or other documents.

ILLUSTRATIVE EXAMPLES OF WORK:

01. Maintains accurate cash receipt and disbursement records.
02. Maintains daily receipt journal and cash disbursement journal.
03. Assists at counter, receiving fees, issuing receipts, receiving bonds being posted, validating transactions. Assists public with information. Updates case on accounts receivable daily sheet and computer. Sustains courteous and respectful composure under normal and adverse conditions, while serving in court room, or in office.
04. Sets up files, enters and retrieves data using the computer terminal under the direct supervision of the Department Head/Officeholder, using the JANO system.
05. Gathers documents, information and assists in the preparation of reports as required by the county and state audit policies.
06. Reconciles daily bank deposits.
07. Makes independent decisions within a defined scope requiring experienced knowledge of departmental rules, regulations and functions; exercises considerable judgment on various important problems following established policies and procedures.
08. Prepares and types a variety of materials to include but not limited to: court dockets, certificate of mailings, and special reports, involving legal terminology.
09. Imparts pertinent information to judges, attorneys, clerks, deputies, other governmental agencies and the public.
10. Attends court, receives and files court documents.
11. Performs other duties as required or assigned.

DESIRABLE REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION DESCRIPTION – JUDICIAL COURT CLERK II

Page 2

01. EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or twelve months related experience and /or training; or equivalent combination of education and experience.

02. LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine report, and correspondence. Ability to speak effectively before managers, clients, customers, and the general public. Ability to maintain satisfactory working relationships with co-workers and the general public.

03. MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

04. REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in the department, agency, or organization.

Date

Vermilion County Circuit Clerk