

## **DEPUTY CLERK JOB DESCRIPTION**

The Champaign County Family Court is seeking a Deputy Clerk with an emphasis on Domestic Relations. The Deputy Clerk shall be responsible for the following job duties:

1. Process all Domestic Relations cases and filings from case opening to case closure;
2. Review and ensure the accuracy of filings;
3. Prepare documents when appeals are filed;
4. Collect filing fees and payments;
5. Draft Entries;
6. Document case activity in the Court's case management system through scanning and docket entry;
7. Respond to records requests from counsel and the public;
8. Issue marriage licenses;
9. Communicate with the public, counsel, and law enforcement in the office and on the telephone; and,
10. Any other responsibilities assigned.

The Deputy Clerk shall possess the following skills and qualifications:

1. Can effectively communicate orally and in writing;
2. Has excellent time management skills and is able to prioritize multiple responsibilities;
3. Possesses knowledge of Microsoft Word, Outlook, and Excel;
4. Able to work independently and integrate into an office environment;
5. Prior Court or law office experience is preferred;
6. Knowledge of Domestic Relations law is preferred;
7. Must maintain confidentiality of Court records and business; and,
8. Salary is commensurate with experience.

### **AT-WILL EMPLOYMENT AND EQUAL-OPPORTUNITY EMPLOYER**

Employees of the court are at-will employees and serve at the pleasure of the court; they are not in the classified civil-service system and are not members of bargaining units. The court is an equal-opportunity employer and does not discriminate based on age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information.