



POSITION OPENING

POSTING DATE: August 10, 2020
DEPARTMENT: Sheriff
POSITION TITLE: Civil Process Clerk
HOURS: Full-Time (40 HR/WK)
GRADE: 10
AFFILIATION: Union-Teamsters-Unit B
WAGE: \$12.96-\$16.19 / HR

APPLICATION DEADLINE: August 21, 2020

Interested candidates should submit a resume and a County Employment application to:

Jennifer Shallenberger, Administrative Assistant
Tazewell County Sheriff's Office
101 Capitol Street
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> under "How Do I Apply For A Job."

Tazewell County is an Equal Opportunity Employer



Tazewell County Job Description

Job Title: Civil Process Clerk
Department: Sheriff's Department
Reports To: Lead Civil Process Clerk
FLSA Status: Non-Exempt
Affiliation: Union-Teamsters-Unit B
Grade: 10
Prepared Date: June 23, 2014

SUMMARY: Appointed by the Sheriff and under the direct supervision and direction of the Lead Civil Process Clerk, this position performs a variety of routine, semi-routine, and moderately complex clerical works involving the operations of the Tazewell County Sheriff's Office.

JOB RELATIONSHIP: This position is responsible to ensure that the department is run efficiently according to court orders and mandated requirements, ensuring 100% accuracy of all civil papers and orders of protection.

PRIMARY DUTIES AND RESPONSIBILITIES: includes the following. Other duties may be assigned to meet business needs.

1. Prepare and extradite the process of all LEADS and In-house entries of civil papers and orders of protection issued by a court of law.
2. Collection of all civil process fees.
3. Keep abreast of all civil process laws and changes that are necessary to keep the department within the standards set.
4. Answer all incoming phone calls pertinent to civil process matters and be able to answer questions.
5. Become a sworn officer of the court to serve civil papers as the need arises.
6. Accurately perform the following LEADS computer functions:
 - Run criminal histories
 - Run license plate and driver license checks
 - Enter orders of protection
 - Any other task that must be completed by a certified LEADS operator
7. May be required to answer phones and direct calls to appropriate personnel in the Sheriff's Office or perform other related duties as may be assigned.

8. Greet persons at the civil process counter and either assist them or refer them to the proper person or office.
9. Maintain a professional air while dealing with the public in all matters pertaining to the civil process clerk position.
10. Maintain an open line of communication with other departments in the county as well as the Court Advocates office, other police agencies and counties regarding matters pertaining to the process of civil papers and orders of protection.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and-or ability required.

1. Must be able to type 40 words per minute with a very high degree of accuracy
2. Working knowledge in computer software programs, personal computer (PC) use, typewriter, calculator, fax machine, telephone and copier.
3. Ability to follow orders accurately with little or no supervision
4. Ability to communicate effectively verbally and in writing
5. Maintain a working knowledge of the laws governing civil process and have the ability to coordinate efforts with the courts and other departments within
6. Ability to work successfully with other Sheriff's Department personnel, other County personnel and the public.
7. Must possess a thorough working knowledge, or be trainable, of various computer program files in order to effectively cross reference those files for information needed for LEADS entry.

SPECIAL REQUIREMENTS:

1. Maintain a strict **CONFIDENTIALITY** in all facets of the position.
2. Be able to pass an extensive state and FBI background investigation and polygraph exam.
3. Be able to pass a typing test and any other tests the Sheriff's Office deems necessary to fulfill the duties of this position

CERTIFICATES, LICENSES, REGISTRATIONS: LEADS certificate. Training will be provided to earn certificate if needed.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent required and two (2) years experience in office environment preferred. Full State of Illinois LEADS certified preferred or ability to complete training and certification required. Knowledge and experience in law enforcement or paralegal work a plus.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to process cash transactions.

REASONING ABILITY: Ability to apply common sense understanding in carrying out detailed but uninvolved written or oral instructions. Ability to deal with problems involving work flow delays and meet high standard of accuracy..

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, court orders and memos and to use proper English. Ability to interact and communicate with other employees representing the Sheriff's Department and County judicial branch.

PHYSICAL DEMANDS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this position.

The employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to handle or operate objects, tools, or controls; and reach with the hands and arms. Hand-eye coordination is necessary to operate computers and other office equipment. Employee is often required to sit for a long period, and be focused on a computer screen.

The employee must occasionally lift and/or move up to 20 pounds, specific vision abilities required by the job include close vision, ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee works indoors in an office of the Tazewell County Sheriff's Dept.

The noise level in the work environment can be quite distracting at times. Employees must be able to work productively with frequent interruptions and maintain a high level of accuracy. Ability to deal with individuals who may be distraught while maintaining a professional manner may be required.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.