

## Position Description

Working Title: Deputy Clerk

Classification Title: Records Court Operations Assistant Vault (Union)

Circuit Court: Seventh Judicial Court  
Circuit Clerk's Office Records Division

Address and Telephone Number: 200 South Ninth Street, Room 405  
Springfield, IL 62701  
(217) 753-6674

Days and Hours of Work: As specified by manager (20 hours per week)

Reporting Relationships: Reports directly to the Assistant Manager Vault Off-Site Manager who oversees all functions relating to the Vault and Off-Site at the direction of the Records Manager. Work is evaluated for quality, timeliness and professionalism.

Service Program of Unit:

The Records Division of the Circuit Clerk's office is made up of the following sections: File Room, File Resource, Phone Center, Vault, Passports and Appeals.

The File Room section of the Records Division of the Circuit Clerk's office maintains the integrity of the court files for the Seventh Judicial Circuit. The File Room employees are responsible for updating and maintenance of these files. The File Room protects and maintains all current court files for the Seventh Judicial Circuit.

The File Resource section of the Records Division of the Circuit Clerk's office provides service and support to the general public, litigants and attorneys in the Seventh Judicial Circuit. Each employee assists in all divisions by providing case inquiry assistance to the general public, litigants and attorneys in the Seventh Judicial Circuit.

These sections consist of three full time positions and three part time positions; Assistant Manager Court Operations Assistant, Court Operations Assistant File Room, Court Operations Assistant File Resource and three File Resource Pleading Clerks. It is their responsibility to protect and maintain all current court files for the Seventh Judicial Circuit.

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The Phone Center section of the Records Division provides service and support to the general public, litigants and attorneys in the Seventh Judicial Circuit. The Information Specialists assist all the circuit clerk divisions by providing phone management and case inquiry assistance to the public as well as respond to general information inquiries for all County offices. The Phone Center consists of two full time and one part time positions.

The Vault section of the Records Division is responsible for the storage, maintenance, microfilming, and destruction of court records. The Vault picks up, sorts, and delivers all incoming and outgoing mail for the Circuit Clerk's office. The Vault orders, stores, and delivers office supplies for the Circuit Clerk's office.

The Vault consists of four areas: the Records Desk, the File Room, the Microfilm Area, and Offsite Storage. The Records Desk provides service to all attorneys and the general public to view files or to obtain photo copies of case files. The File Room is responsible for accurate storage and retrieval of case files as requested by the public and the Circuit Clerk staff. The Microfilm Area allows the viewing and printing of microfilm images and manages the indexing of old files onto microfilm for permanent storage. The Offsite Storage locations hold historical records that are needed infrequently. The Vault consists of the Assistant Manager Vault Off-Site Manager and two full time and three part time Court Operations Assistants.

The Passport Acceptance section of the Records Division of the Circuit Clerk's office, located in Room 405, enables the Circuit Clerk's office to act as a Passport Application Acceptance Facility. The Department of State's Bureau of Consular Affairs, Office of Passport Services/Customer Service has designated the Circuit Clerk's office to accept passport applications on its behalf. The Circuit Clerk's office has eight (8) Certified Passport Acceptance Agents.

The Appeals section is where case files are prepared and sent to a higher court for rehearing or review. There is one full time Appeals Clerk.

### Primary Purpose of Position:

The primary purpose of the Court Operations Assistant Vault is to provide service and assistance with the location and retrieval of court records to attorneys, the general public and circuit clerk employees.

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### Major Tasks Statements:

1. Record location and maintenance. (approximately 45%)
  - a. Fill requests for files and related documentation for circuit clerk employees.
  - b. Relocation of files in record storage area.
  - c. Retrieval of files for incoming public, attorneys, etc.
  - d. Prepare files for microfilming.
  
2. Pull files and research court records. (approximately 30%)
  - a. Look in old ledgers for cases.
  - b. Look in microfilm indexes for cases.
  - c. Pull files for requester.
  - d. Make photocopies when required.
  - e. Refile files.
  
3. Filing pleadings in court files and photo coping requests. (approximately 10%)
  
4. Maintain records of all files checked out of area. (approximately 5%)
  
5. Handle phone inquiries. (approximately 5%)
  
6. Other duties as assigned (approximately 5%)
  - a. Re-positioning of storage area to accommodate new acquisitions.
  - b. Execute disposition of dated files.
  - c. Remove active traffic files from dated files.

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- d. Create and re-position shelving to accommodate changing storage needs.
- e. Travel to off-site location to monitor disposal of dated documents and other appropriate forms.
- f. Handle over the counter money transactions.
- g. General computer work.
- h. Some of the above duties required manual labor skills including the ability to lift up to 60 lbs. and be able to climb ladders, etc.

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