

Piatt County Circuit Clerk's Office
Seth E. Floyd, Circuit Clerk



Job Title:	Chief Deputy Circuit Clerk	Department:	Circuit Clerk's Office
Location:	Piatt County Courthouse	Travel Required:	None
Salary:	Negotiable based on experience/qualifications	Position Type:	Full Time, non-bargaining unit position

Job Description:

ROLE AND RESPONSIBILITIES

Assists the Clerk of the Circuit Court in planning, coordinating, and overseeing the operations of the Circuit Clerk's Office. Oversees the daily activities of the Deputy Clerks. Develops policy and work protocols to enhance the function of the office and employees. Assists the Circuit Clerk with management level personnel and procedural decisions; Prepares financial and statistical reports. Maintains working relationships with all government offices. Primary bookkeeper for the Circuit Clerk's Office. Other tasks as assigned by the Circuit Clerk.

MINIMUM REQUIREMENTS

High school diploma or GED required. Post-secondary education is not required but is given preference with subject matter emphasis in Public Administration, Criminal Justice/Legal Studies, and/or Accounting. Must be at least 18 years of age and possess a valid driver's license. Ability to pass a criminal background check and show a positive work and attendance record.

SKILLS NEEDED

Previous and/or current leadership experience. Possess college level math & computer skills with preference given to expertise in budgeting, government accounting, data entry systems, and web design. Knowledge of local court rules and terminology, records storage and maintenance, retention and destruction, and physical security. Ability to develop and maintain positive working relationships. Ability to independently and timely resolve problems and spontaneous matters. High level of attention to details. Excellent communication skills—both written and oral.

ADDITIONAL NOTES

This is a non-bargaining unit position with a six (6) month probationary period subject to the sole review of the elected Circuit Clerk. The physical demands include being frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is predominately low to moderate.