



POSITION OPENING

POSTING DATE: December 12, 2018
DEPARTMENT: Public Defender
POSITION TITLE: Part Time Clerk
HOURS: Part-Time
AFFILICATION: Union
WAGE: \$11.06/HR

APPLICATION DEADLINE: January 18, 2018

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

Luke Taylor, Public Defender
Tazewell Building
414 Court 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/> at the under "How Do I .. Apply for a Job?."

Tazewell County is an Equal Opportunity Employer

TAZEWELL COUNTY POSTION DESCRIPTION

Job Title: Part Time Clerk
Department: Public Defender Office
Reports to: Public Defender
FLSA Status: Non-Exempt Part-Time
Affiliation: Union

NATURE OF WORK

Appointed by the Chief Public Defender and under the direct supervision of the Office Manager/Administrator, this position is responsible for all departmental file preparation and processing, receiving clients, and answering phones.

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

- Prepares all adult client files for Public Defenders;
- Prepares all internal departmental files;
- Enters defendant information into the computer;
- Receives and directs phone calls for Public Defender's Office;
- Receives and directs defendants and others who come to the office;
- Files formwork with the appropriate courts.

PERIPHERAL DUTIES

- Performs other duties as may be assigned by the Office Manager/Administrator.

REQUIREMENTS OF WORK

- Graduate from a standard high school or GED;
- Must have demonstrated experience and proficiency in typing, use of computers, and use of computer software including but not limited to the following: Microsoft Word, Excel and Internet Explorer;
- Previous office work experience is desired.

Knowledge, Skills, and Abilities

- Must have a working knowledge of general office practices;
- Must have a working knowledge of commonly used office equipment such as copy machines, printers, multi-function phone systems;

- Ability to communicate effectively verbally, and in writing;
- Must be knowledgeable in the proper use of grammar, spelling, and punctuation;
- Must be able to work productively with frequent interruptions;
- Must be flexible and capable of handling multiple tasks;
- Must be able to establish successful working relationships;
- Must be able to deal with diverse groups of people;
- Must be able to conform to departmental attendance policies and procedures;
- Familiarity with county/municipal government entities desirable;
- Must have ability to maintain confidentiality;
- Ability to work in a stressful environment, diffuse stressful situations, and manage multiple tasks simultaneously.

TOOLS AND EQUIPMENT USED

Personal computer, printers, typewriter, calculator, copying machine, fax machine, multi-functional phone system with voicemail, shredder.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arm; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job.

General Conditions

While performing the duties of this job, the employee mostly works indoors in an office setting. The employee is occasionally expected to perform outdoor work by walking to other county buildings and may be exposed to extreme weather conditions.

Hazardous Conditions

The employee will be exposed to periods of extreme activity, client interaction, and telephone usage during which file preparation and other tasks must be completed. The employee will work in a psychologically stressful environment.

The employee will be interacting with individuals who are considered high-risk for volatile and violent behaviors and may be exposed to verbal and potential physical abuse.

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.