

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

***Position opening: Chief Deputy Circuit Clerk***

Completed application is required and can be found and turned in at the Piatt County Circuit Clerk's Office, 101 Washington Street, Room 206, Monticello, IL. Completed application and supporting documentation can also be emailed to [sefloyd@piatt.gov](mailto:sefloyd@piatt.gov) Piatt County is an EOA/ADA employer.

Submission deadline: November 15 2024, 4:30p.m.

<b>Job Title:</b>	Chief Deputy Circuit Clerk	<b>Department:</b>	Circuit Clerk's Office
<b>Location:</b>	Piatt County Courthouse	<b>Travel Required:</b>	Less than 5 days per year
<b>Salary:</b>	\$20.60/hr minimum, insurance available, IMRF retirement	<b>Position Type:</b>	Full Time, management 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. Other tasks as assigned by the Circuit Clerk. The Chief Deputy assists in managing and supervising various operations. They handle employee complaints, participate in arbitration and mediation processes, and compile financial reports to include department budgeting.

**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**

Position has a (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 listen. 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 (a box of paper). Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is predominantly low to moderate.