

**UNIFIED JUDICIAL SYSTEM  
POSITION DESCRIPTION**

**SCHEDULING CLERK**

**CLASS CODE: 99-11-13**

**POSITION PURPOSE**

Manages circuit court dockets by scheduling hearings and by maintaining contact with parties involved in the cases coming before the court to ensure expeditious processing.

**DISTINGUISHING FEATURE**

This position is distinguished by resolving time and date conflicts and setting court schedules through personal contact with judges, attorneys, and parties coming before the court.

**MAJOR RESPONSIBILITIES**

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Prepares a circuit court calendar by scheduling hearings for judges and court reporters to facilitate efficiency in processing cases.
  - a. Initiates and maintains contact with parties and attorneys involved to stay aware of status.
  - b. Works with judges and court reporters daily to determine their availability, and to advise them of changes in their schedules.
  - c. Reviews jail sheets daily to see who may need hearings for clerks' warrants; and responds to contacts from State's Attorneys' offices regarding detention hearings.
  - d. Coordinates scheduling with attorneys through conference calls on a case by case basis.
  - e. Develops jury schedules and keeps clerks informed of changes.
  - f. Works with pro se litigants by preparing notices of hearing and letters to inmates advising them of hearing dates when they file pro se motions.
  - g. Contacts signing interpreters when their services are required for hearings.
  - h. Contacts jails within the circuit regarding the daily circuit court schedule involving persons in custody and advises them of times and dates of hearings and courtroom assignments.
  - i. Advises bailiffs of jury trial schedule to ensure adequate numbers of jurors are called to meet the court's needs.
  - j. Reviews calendars daily for accuracy and needed changes, and advises out-of-town judges of changes to avoid unnecessary travel.
  - k. Contacts attorneys regarding progress of jury trials as trials approach jury involvement.
  - l. Provides schedules and distributes to judges, State's Attorneys, Public Defenders, Department of Social Services, CASA, and court personnel; and reviews files for readiness.
  - m. Monitors court days, judges, and counties; and revises circuit court schedule.

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2. Manages juvenile court calendars and assigns blocks to different judges to ensure equitable distribution of cases.
  - a. Reviews the calendars daily for accuracy and needed changes, and advises out-of-town judges of changes to avoid unnecessary travel.
  - b. Contacts attorneys weekly to inquire about the status of cases to ensure efficient use of court time.
  - c. Assists other counties with scheduling.
3. Coordinates intra-circuit and inter-circuit scheduling for convenience of parties involved.
  - a. Schedules out-of-county or out-of-circuit cases in locations that work best for all parties.
  - b. Contacts parties involved and requests files from appropriate clerks.
  - c. Maintains a schedule of courtrooms and jury rooms for deposition work, grand jury proceedings, and out-of-county cases held centrally and ITV.
  - d. Assists other counties with scheduling.
4. Performs administrative support functions to assist judges, the Circuit Court Administrator, attorneys, court reporters, and involved parties.
  - a. Enters data into computer systems and judges' calendars.
  - b. Answers telephone calls, correspondence, and inquiries on various matters from judges, attorneys, and their assistants, and the public.
  - c. Coordinates telephone conferences, schedules 3-way video conferences, and assists in the use of video equipment.
  - d. Tracks 10-day child support orders; if objections to referees' decisions are filed, sets these matters for hearing and prepares notices of hearing.
  - e. Prepares pretrial orders, certificates of service, and other court documents.
  - f. Schedules state vehicles when requested by personnel.
  - g. Prepares county vouchers for payment.
5. Performs other work as assigned.

## **SUPERVISORY FUNCTIONS**

This position does not have supervisory authority.

## **ESSENTIAL FUNCTIONS REQUIRE**

Sitting for extended periods of time; operating office machines such as a computer, telephone, copier, etc.; using hands for repetitive movement, including grasping, turning, and typing; in-state travel to attend training; and attendance in accordance with rules and policies. The incumbent is also required to work effectively with coworkers and the public, maintain confidentiality, manage stress, meet deadlines, and understand and communicate (verbally and in writing) procedures and practices.

## **PROBLEMS AND CHALLENGES**

Challenges include establishing a busy court calendar. This is difficult because it requires finding dates that work for all parties involved, scheduling cases when parties have incomplete information or cases have not been filed, dealing with parties who are constantly rescheduling, maintaining constant awareness of the status of scheduled cases, and keeping everyone

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involved aware of changes when they happen. Further challenged to communicate effectively with people who want to talk with the judge, to vent, or who want legal advice.

Problems include completing paperwork that needs judges' signatures when they are not readily available, finding coverage for court reporters who become unavailable, lapses in communication with clerks that result in scheduling issues, and managing time efficiently.

### **DECISION-MAKING AUTHORITY**

Decisions include assignment of courtrooms, court reporter coverage, assignment of judges to cases, where to schedule backups on the court calendar, which cases must take precedence over others, whether a situation is urgent and a judge should be called to handle it, and priority of daily work.

Decisions referred include those involving legal issues and Judge disqualifications.

### **CONTACT WITH OTHERS and PURPOSE**

Daily contact with court clerks, court reporters, judges, attorneys, legal secretaries and paralegals, the public, Sheriffs' Office staff, police officers, detectives, State's Attorneys' Office staff, and pro se litigants to implement the processes involved in scheduling hearings; and to keep those same parties up to date on activities involving their cases and the court schedule.

### **WORKING CONDITIONS**

The incumbent works in a typical office environment.

### **COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT**

#### **Knowledge, Skills, and Abilities:**

Knowledge of:

- UJS policies and processes;
- legal and court terminologies;
- human resources procedures and forms;
- computer systems used by the court.

Skill in:

- typing or keyboarding;
- time management;
- prioritizing and organization.

Ability to:

- communicate effectively both orally and in writing;
- multi-task;
- make quick decisions;
- maintain a calm demeanor in a busy office environment;
- use a computer proficiently;
- take initiative.

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### **Education:**

Graduation from high school or possession of a GED certificate.

### **Experience:**

Two (2) years of clerical work experience or an equivalent combination of education and experience.