



## VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

### ADMINISTRATIVE SERVICES OFFICER II – COURT OFFICER

**EFFECTIVE DATE:** February 24 2022

<b>DEPARTMENT:</b> Police	<b>WORK LOCATION:</b> Police Station/ Rolling Meadows Court House	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS CODE:</b> 3250	<b>RANGE:</b> 12	<b>PENSION:</b> IMRF
		<b>UNION:</b> NU
<b>REPORTS TO:</b> Staff Services Supervisor	<b>LEVEL OF SUPERVISION RECEIVED:</b> Moderate supervision	<b>LICENSE/CERTIFICATES:</b> Illinois Class D Driver's License

**SUMMARY:**

Attends court on a daily basis to represent the Police Department. Brings case files to court. Performs routine and complex work to provide a safe and efficient program, acting as a liaison between the Village, the Police Department, and Circuit Court by monitoring and recording court cases and officers' court appearances. When not in court fills in at Front Desk and/or assists in Records Section as needed.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Sorts, categorizes and places court files and other relevant materials into court cases to be taken to court and put back into files at the Police Department, which requires lifting, moving and pulling of materials of up to approximately fifty pounds, into a cart for transportation to a vehicle and loading the cart into and out of the vehicle.	Daily 40%

2.	Reviews court dockets daily and pursues information about crime lab results. Notifies officers of their scheduled court cases and keeps records of officers' subpoenas, vacation schedules and schooling, in order to coordinate the officers' time with court schedules and regular court dockets. Produces recordings of videos and paper copies of, and supplies, discovery to attorneys, and informs victims and defendants of court proceedings. Assists with producing cd/dvd and records for subpoenas. Keeps an accurate record of case dispositions and continuances. When court call does not require the Court Officer's presence at court, fills in at Front Desk and assists in Records Section as needed.	Daily 75%
3.	Creates an officer court schedule for traffic, misdemeanor, and felony court and makes updates as necessary throughout the year.	Monthly 10%
4.	Maintains open communication between all parties and offices involved in court system to keep them informed and updated on changes and events, and to settle conflicts between offices. Communicates effectively with general public, court officials, and other Village employees.	Daily 100%
5.	Keeps track of officers' court time and prepares paperwork as necessary.	Daily 5-10%
6.	Attends scheduled meetings by the Chief Judge of Cook County.	Monthly 5%
7.	Accurately reports officer tardiness and unapproved/unexcused absences to Bureau Commander.	Daily
8.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices. Includes operating unmarked administrative squad car to and from court.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Assists and/or performs other ASO duties as required.
2.	Performs other duties, tasks, and responsibilities as assigned.
<b>SUPERVISORY RESPONSIBILITIES: (Select one – required)</b>	
<input checked="" type="checkbox"/> None required Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. <b>(List specific responsibilities below)</b>	

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D.)
- \_\_\_\_\_ Degree or coursework should be in...

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience **Experience with court system preferred**
- Two to four years related experience
- Four to ten years related experience

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

**Computer Skills (Select as appropriate)**

- Entry and processing of data **Basic data entry skills**
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Fluency in foreign language skills is:
- A Plus
  - Preferred
  - Required
- Ability to speak and/or read, write and comprehend.

**Required Language:**

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Planning/Organizing – Plans job tasks daily. Uses time efficiently. Gathers required documents/materials required for daily court calls.

Coordination Skills – Ability to coordinate several court calls, coordinate officer subpoenas, vacation schedules, days off, etc.

Communication – Requires excellent communication skills with judges, attorneys, and court personnel.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>X</u>	_____
Walks	_____	_____	<u>X</u>	_____
Sits	_____	_____	<u>X</u>	_____
Uses fingers in a repetitive motion	_____	<u>X</u>	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	<u>X</u>	_____	_____
Reaches with hands and arms above shoulder	<u>X</u>	_____	_____	_____
Climbs or balances	<u>X</u>	_____	_____	_____
Twists or turns	_____	<u>X</u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	_____	<u>X</u>
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u>X</u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>X</u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

Absence of color blindness

Corrected vision of...

Uncorrected vision of...

**As required by the IL Secretary of State's Office to operate a motor vehicle**

**Enter specific vision requirement here**

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

**(mark all 15 conditions)**

<b><u>Environmental Conditions</u></b>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

Kasie Cawley  
Department Director

Reviewed Approval:

\_\_\_\_\_  
Human Resources Management Director

Approved:

\_\_\_\_\_  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_