



OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

To: Honorable John P. Daley, *Chairman, Finance Committee*
From: Iris Martinez, *Clerk of the Circuit Court*
Office of the Clerk of the Circuit Court of Cook County
CC: Annette C.M. Guzman, *Budget Director*
Department of Budget & Management Services
Date: 11/5/2021
Re: Request for Information from FY2022 Budget Hearing

The following information is provided in response to questions posed at our department's budget hearing held on.

I. Request ID #1335-01

Commissioner Sean Morrison has requested your office to justify each new position by title, and, if the funding for the positions is temporary, how your office will support the continued funding of such positions. Attached to this memo is a list of your new FTEs in the FY22 Executive Budget Recommendation. For each new position, please respond to the questions set forth in the list.

Response:

Please answer using the spreadsheet.

II. Request ID #1335-02

Commissioner Kevin Morrison asked for a walk through of any systems in your office that are still on the Mainframe and what work will you be doing in FY22 to move off the Mainframe?

Response:

Traffic, Civil, Law, and Chancery Systems are currently on the mainframe but will be off once we finish the integration of the Odyssey CMS which is scheduled to be completed by the end of the year; T-Kids platform – we anticipate moving off the mainframe in the second quarter 2022; Parts of the Human Resources System [HUME] will be moving to Oracle also 2nd quarter.

III. Request ID #1335-03

Commissioner Kevin Morrison asked if you are currently on track to meet the deadlines to move off the Mainframe?

Response:

Currently, we are on schedule to meet our deadlines, provided we are able to get the Court order lifted for the completion of the CMS integration.

Mission Statement

The mission of the Office of the Clerk of the Circuit Court of Cook County is to provide the citizens of Cook County and the participants in the judicial system an efficient, technological and transparent court system. The Office of the Clerk of the Circuit Court of Cook County will provide all services, information and court records with exceptional service and a workforce that represents the communities of Cook County.

Office	Fund	Position	Job Code	Funding Status	Job Function - indicate what the position will do within the operation	Justification - please indicate why your office needs the position.	Revenue Source - if the position is marked as "temporary" in column E, please indicate how this will be funded once the funding is gone.
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1313	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1314	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1316	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1318	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1320	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1322	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1323	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1324	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1326	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1334	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1340	0551-Court Clerk I	Permanent	Generally, a Court Clerk I will prepare the court call, process court orders, court forms and all other Division/Department/District - specific documents, including but not limited to court sheets, mittimus forms, and tickets. Perform other court-related duties. Secure all courtroom records and stamps when not in use or when court is not in session.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1343	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist in the preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1344	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist in the preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1345	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1346	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1347	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1348	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

Office	Fund	Position	Job Code	Funding Status	Job Function - indicate what the position will do within the operation	Justification - please indicate why your office needs the position.	Revenue Source - if the position is marked as "temporary" in column E, please indicate how this will be funded once the funding is gone.
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1349	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1350	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1351	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1352	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1353	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1354	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1355	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1356	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1357	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1358	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1359	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1360	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist int he preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1361	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist in the preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1362	4220-Clerk IV Senior Courts	Permanent	Generally, a Clerk IV Senior courts performs general office related tasks, including but not limited to assisting internal and external customers with questions regarding case information, sorting and distributing mail, preparing files for court calls, retrieve and file court files, assist in the preparation of new case files, deliver files to courtrooms. Also, Clerk IV Senior Courts perform, where applicable, functions related to the Imaging and Document Management System (IDMS) process and functions related to Electronic Filing (eFiling). Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1263	5746-Manager V-CCC	Permanent	Perform general office related tasks. Assist internal and external customers with questions regarding case information; responding in a professional manner by mail, telephone and in person. Sort and distribute mail. Prepare files for court calls. File and locate court files. Assist in preparation of new cases. Collate and separate court-sheets. Sort and file court documents. Deliver files to courtrooms. Perform functions related to the Imaging and Document Management System (IDMS) process, where applicable. Perform functions related to Electronic Filing (eFiling), where applicable. Verify information entered on court sheets. Forward court orders to appropriate department and agencies.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1264	5746-Manager V-CCC	Permanent	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1265	5746-Manager V-CCC	Permanent	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1266	5746-Manager V-CCC	Permanent	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1267	5746-Manager V-CCC	Permanent	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1268	5746-Manager V-CCC	Permanent	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1269	5746-Manager V-CCC	Permanent	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1270	5746-Manager V-CCC	Permanent	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11100-Public Safety	New Position 1271	5746-Manager V-CCC	Permanent	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1294	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1295	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1296	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1297	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1298	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1299	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1300	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1301	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1302	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1303	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1304	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1305	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1306	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1307	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1308	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1309	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1310	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1311	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1312	5744-Manager III-CCC	Temporary	Generally, a Manager III-CCC assists in the management and maintains daily statistics of the call center. Also, a Manager III-CCC provides team investigators, including but not limited to direction on assigned work, assistance on payment related issues, preparation of cases to be investigated by Customer Service Team investigators.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1272	5746-Manager V-CCC	Temporary	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1273	5746-Manager V-CCC	Temporary	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic

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1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1274	5746-Manager V-CCC	Temporary	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1275	5746-Manager V-CCC	Temporary	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1276	5746-Manager V-CCC	Temporary	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic
1335-Clerk of the Circuit Court-Office of Clerk (Office)	11286-American Rescue Plan Act	New Position 1277	5746-Manager V-CCC	Temporary	Generally, a Manager V-CCC manages, coordinates and directs the activities of the Circuit Court Clerk's office and courtroom personnel to ensure the continuous and ongoing operation of the courtrooms and office activities, including but not limited to that the proper data entry codes are input into the system reflecting case activity that has occurred in the courtroom. Also, a ManagerV-CCC ensures that all required fees, fines and/or court costs are properly collected based on the type of case or documents filed.	The FY 2022 additional staffing is needed to ensure the Circuit Court courtrooms are properly staffed and the Circuit Court Clerk's Office is staffed to provide the necessary services to the public. These additional positions are necessary to efficiently perform the duties and responsibilities the Circuit Court Clerk has under various state statutes, Illinois Supreme Court, Administrative Office of Illinois Court and Local Rules set forth by the Chief Judge of the 1st Judicial Circuit.	This position is funded through ARPA revenue loss funding. This position will be funded through the County's operating funds as the County's resources continue to rebound from the impact of the COVID-19 pandemic