

Job Class Code: 1830	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 9

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to assist the Clerk of Court meet short and long term goals and to help manage the office in an effective and efficient manner. The job class is responsible for staff supervision and providing problem solving and technical support for the criminal division. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic meetings.

TYPICAL TASKS
<ul style="list-style-type: none"> • Supervises staff including, training, assigning and evaluating work, provides coaching and counseling, and recommends termination as necessary. • Plans, organizes, and coordinates activities for the office of the Clerk of the Court; assists with completion of tasks as required. • Receives, interprets, and processes court orders for the civil court. • Ensures day to day operations of the office of the Clerk of Court run smoothly. • Oversees, reviews, and approves expenditures for assigned area; analyzes and provides fiscal data for preparation of the annual budget. • Develops, or assists with development, and implementation of policies and procedures for area of responsibility; interprets same for staff as needed. • Maintains fiscal records and accounts, including disbursement and verification of vendor payments, monitors account balances, and posting of journal vouchers; assists with preparation of payroll. • Gathers and maintains information to support periodic and special reports documenting activities and events for the office of the Clerk of the Court. • Attends or conducts staff and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills. • Establishes and maintains record systems for Clerk of the Court; processes daily paperwork including reports, memos, requisitions, and personnel information. • Oversees records management for the department. • Interacts with other unit managers to resolve problems/issues. • Performs special projects and other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, and practical application of fractions, percentages, ratios and proportions; computes discounts and interest rates.

Language Requirements	Reads journals, manuals, and professional publications; speak informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations, and present training; compose original reports, training and other written materials, using proper language,, punctuation, grammar and style.
Mental Requirements	Performs professional level work requiring the application of scientific, engineering, accounting, or legal methods in the solution of technical, administrative, or legal problems; requires extensive understanding of operating policies and procedures and ability to apply these to complex problems; or the coordination on sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, clients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor’s degree in business administration, accounting, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience. Prior supervisory experience preferred.
Special Certifications and Licenses	Requires Financial Management System (FMS), Circuit Case Management System (CCMS) and (COIN) training by the state.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.