

Job Class Code: 1800	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 9

GENERAL DESCRIPTION

The purpose of the job classification (class) is to perform a variety of administrative tasks in support of the circuit court functions such as processing records and entering data into case management systems. This class is responsible for verifying and researching records, entering data, processing documents, retrieving information, collecting fees, maintaining a cash drawer, assisting others both in person and by telephone. This class works according to office performance procedures; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Prepares Judges’ orders, petitions, reports, and correspondence; certifies and processes forms and other documents; reviews forms and documents for accuracy and completeness; files documents appropriately.
- Provides assistance to the public, defense attorneys, Commonwealth’s attorney, public defenders, other staff and/or outside agencies in person and by answering telephone inquiries. Performs research to document and resolve issues.
- Performs routine office tasks, such as typing correspondence, processing and responding to mail, filing, faxing, scanning and copying documents, and maintaining supplies.
- Processes invoices and payments, verifies account balances and reconciles cash with receipts.
- Collects fees, fines or other payments and reviews the Supreme Court Financial Management System computer system to ensure proper charges, costs and fines are being assessed.
- Prepares and reviews pleadings and orders and applies appropriate index values. Reviews existing cases and creates new case files as needed. Verifies file content for accuracy and completeness.
- Receipts deeds and plats and processes for imaging.
- Enters and updates data in the Supreme Court Case Management System for criminal, civil, estate and probate matters.
- Monitors computer systems operation to ensure appropriate functions, reports malfunctions and follows-up to ensure corrective action is taken.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Computes, summarizes, tabulates using information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problem
Mathematical Requirements	Performs addition and subtraction, multiplication and division.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

City of Chesapeake**Class Title: Deputy Clerk of Court I**

Decisions/Supervisory Control	Guides others making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.
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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of policy and procedure for Court procedures; knowledge of case management; ability to analyze problems and reach sound conclusions.
Skills	Skilled in the use of Microsoft Office software including Outlook, Word, and Excel.
Abilities	Ability to plan ahead; highly effective oral and written communication skills; excellent customer service skills; excellent judgment; progressive attitude; and ability to analyze problems and reach sound conclusions

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in office technology, business administration or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	None
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 individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.

Revised 9/15/2020