

<b>Position Code: 1815</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Code: 3</b>	<b>EEO Category: 9</b>

**GENERAL DESCRIPTION OF CLASS**

This class is responsible for providing court administration and assistance to Judges, attorney, defendants, and court personnel. This class is responsible for preparing all necessary paperwork to reflect judge’s orders. This class involves entering various data and information concerning criminal cases into the computer system, researching guidelines, issuing subpoenas, and composing and typing a variety of routine documents. This class involves organizing and maintaining departmental records and updating the case management and financial management systems. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Case file setup and key entry for case initiation in a court case management system.
- Customer service responsibilities for walk-in customers, customer telephone and written requests.
- Document authentication of legal documents through the certification process.
- Preparation of legal papers with accuracy and in accordance with appropriate policies and statutory regulations with a broader skill level.
- Performs job duties at an advanced level based on circuit court knowledge and experience. Serves as a circuit court team leader with supervision duties during assigned periods.
- Serve in the delivery of court case management support, court financial management support, interface with the judges and administrative support staff, prepare court orders, disseminate court orders and findings, and review and exchange court rulings and documentation with appropriate agencies.
- Review case pleadings and/or land documents to verify compliance and accuracy while maintaining a higher degree of skill.
- Operate photocopy equipment, cashier registers, bar code scanners, document scanners, imaging stations, and/or record indexing and verifying stations.
- Receipt fees, taxes, fines, restitution, and costs for various court matters and/or land documents.
- Prepare reports, correspondence, forms and other legal documents as required; file documents appropriately.
- Receive, distribute, and process incoming mail and prepare outgoing documents for postal service.
- Performs special projects and other duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Supervises or lead others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Use basic algebra involving variables and formulas; computes discounts, rates, ratios, and percents.
<b>Language Requirements</b>	Requires the ability to read a variety of informational and legal documents, City and state codes, law books, clerk’s manual, etc. Requires the ability to prepare correspondence, memorandum, reports, case files, etc. Must be able to speak with poise, voice control and confidence and to articulate information to others.

<b>Mental Requirements</b>	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices, or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, staff, and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree or any equivalent combination of education and experience in business administration, public administration, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	None

**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.*