

City of Chesapeake
Class Title: Assistant Supervisor, Clerk of Circuit Court

| | |
|-----------------------------|--------------------------------|
| Job Class Code: 1825 | FLSA Status: Non-Exempt |
| Pay Basis: Annual | EEO Category: 2 |

GENERAL DESCRIPTION

The purpose of the job classification (class) is to assist the Criminal Division Supervisor meet short and long-term division goals and to help manage the office in an efficient and effective manner. The job class is responsible for staff supervision and providing problem solving and technical support for the criminal division. The job class also coordinates workflow, provides training, interprets policy, and delivers reports and updates to division leadership. The job class works within a general outline of work to be performed under general supervision.

TYPICAL TASKS

- Provides managerial support to the criminal supervisor (Chief Deputy Clerk I) and other criminal division staff.
- Supervises staff including, training, assigning, and evaluating work, and provides coaching and counseling to develop staff skill-set.
- Ensures day-to-day operations of the Criminal Division run smoothly.
- Supervises preparation and maintenance of criminal records and files.
- Prepares the Docket.
- Serves as evidence room custodian; ensures status of all evidence is accurately recorded by staff members; ensures return of documents, charts, pictures, photographs, records, and other evidence.
- Maintains the Empty Index Report.
- Responsible for auditing, processing, and submitting jail cards to the Sheriff on a daily basis.
- Reviews and provides fiscal data for preparation of the annual budget.
- Oversees and monitors expenditures and reviews invoices for accuracy to avoid double billing.
- Assists with development and delivery of training materials; assists in development and enforcement of policies/procedures.
- Assists with inventory maintenance to include ordering supplies and monitoring invoices.
- Attends and/or conducts staff meetings and attends conferences/training seminars to improve professional skills.
- Screens incoming telephone calls and visitors; provides information, resolves criminal problems/issues, directs calls, emails, and visitors to appropriate personnel.
- Performs other duties as assigned.

GENERAL STANDARDS

| | |
|---|---|
| Data Involvement | Gathers, coordinates, 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 and accuracy. |
| Reasoning Requirements | Performs supervisory work involving policy and guidelines, solving people and work-related problems. |
| Mathematical Requirements | Performs addition and subtraction, multiplication and division, calculates ratios, rates and percentages. |
| Language Requirements | Reads scientific and technical journals, abstracts, financial reports, and legal documents; speaks before professional and civic groups; participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles and reports, and develops presentations for sophisticated audiences. |

City of Chesapeake
Class Title: Assistant Supervisor, Clerk of Circuit Court

| | |
|--------------------------------------|---|
| Mental Requirements | Performs professional level work requiring the application of principles and practices in a wide range of administrative or managerial methods in the solution of administrative or technical problems or the coordination of entry level managerial work; requires advanced understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures. |
| Decisions/Supervisory Control | Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, other agencies, and others in the general public. |

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

| | |
|------------------|--|
| Knowledge | <ul style="list-style-type: none"> • Extensive knowledge of Circuit Court procedures, court case management, and court docket workflow. • Knowledge of effective personnel coaching, counseling, training, and development techniques. |
| Skills | <ul style="list-style-type: none"> • Skill in developing and maintaining cooperative and professional relationships with employees and representatives from all departments and outside agencies. • Skilled in the use of principles and processes for providing excellent customer service. This includes setting and meeting quality standards for services and evaluation of customer satisfaction. |
| Abilities | <ul style="list-style-type: none"> • Ability to use logic and reasoning to understand, analyze, and evaluate complex problems to develop effective solutions, conclusions, or approaches to situations. • Ability to communicate complex ideas and proposals effectively to include preparation of reports, policies, procedures and training materials. • Ability to establish and implement effective administrative programs and procedures and to plan and organize daily work routine and priorities for the completion of work. |

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

| | |
|--|--|
| Vocational/Educational Requirement | Requires any combination of education and experience equivalent to a bachelor's degree in business administration, public administration, or a closely related field. |
| Experience | In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience in administrative support and supervision. |
| Special Certifications and Licenses | Must complete Financial Accounting System (FAS), Circuit Case Management System (CCMS) and Circuit Imaging System (CIS6) training by the state within one month of hire. |
| Special Requirement(s) | 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.