

<b>Job Class Code: 1840</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 9</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to supervise staff and oversee and manage the day to day operations of the Clerk of the Court office under the direction of the Clerk of the Court. The class is responsible for staff supervision, training, planning, organizing and implementing programs within major organizational policies. Under limited supervision, performs supervisory and accounting/administrative work overseeing and coordinating the activities of assigned personnel. This position reports to the Clerk of Court.

**TYPICAL TASKS**

- Supervises staff, including recruiting, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Coordinates the operations of and provides administrative support for the Office of the Clerk of Court.
- Develops financial spreadsheets and statistical data for projecting workload volumes, workflow analysis and forecasting office revenues. Oversees, reviews, and approves expenditures and monitors revenue accounts throughout the year.
- Coordinates with court and land management departmental staff to facilitate technology conversion projects and court management upgrades.
- Monitors and assist office staff with daily tasks and problem resolution.
- Monitors legislative agenda that directly impacts the Clerk’s Office and reports significant changes to the Clerk.
- Attends Clerk’s Association meetings and reports current issues and agendas to the departmental staff. Works with the departmental staff to schedule and attend professional seminars to improve professional skills.
- Coordinates with the City audit team and the State Auditor of Public Accounts for the audit reviews. Maintains primary oversight of this audit process.
- Performs financial management and reconciliation of the court financial management system to include assisting the Clerk of Court in the development of department budget at the City and State level.
- Processes payroll, maintains personnel records and process daily paperwork including reports and requisitions.
- Oversees records management for the department.
- Acts in the absence of the Clerk of Court.
- Performs special projects and other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.

<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or descriptive statistics.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
<b>Mental Requirements</b>	Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

#### EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree 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 six years of related, full-time equivalent experience. Prior management experience preferred.
<b>Special Certifications and Licenses</b>	Requires Financial Management System (FMS), Circuit Case Management System (CCMS) and (COIN) training by the state.
<b>Special Requirements</b>	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.*