

<b>Job Class Code: 1845</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

This elected official oversees the Clerk of the Circuit Court office and serves as the custodian of the official records. The job classification is responsible for duties including court services, recorder of deeds and land documents, probate of wills and estates, custodian and manager of court cases, criminal and civil litigation, preservation of historic records, and keeper of election material. The Clerk of the Circuit Court is also responsible for staff supervision; establishing long-range goals; developing policy and procedures; preparing budgets; and evaluating, documenting and reporting on events and activities to senior management, elected or appointed officials, and the State.

**TYPICAL TASKS**

- Oversees the operations of the office of the Clerk of the Circuit Court.
- Develops long-range goals, objectives, policy, and procedures pursuant to federal, State, and local statutory laws and regulations.
- Supervises staff including assigning and evaluating work, counseling, and administering discipline.
- Develops departmental budget at the City and State level while controlling expenditures and providing oversight for fiduciary court accounts held pursuant to statute.
- Responsible for projecting workload volumes, conducting workflow analysis, and forecasting office revenue, and managing statistical reporting of court docket summaries.
- Oversees banking reconciliations and expenditures and monitors revenue accounts throughout the year to predict compliance with established goals.
- Responsible for the court case management and financial case management systems of the court for reporting purposes.
- Attends meetings, webinars and yearly certification and training programs for career development and assessment review.
- Coordinates with City Audit team and State Auditor of Public Accounts for yearly audit reviews that ensure appropriate internal controls and compliance with applicable laws and regulations.
- Performs special projects and other related duties as needed.

**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 work involving the application of principles of logical thinking and administrative, professional, managerial, and financial practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<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>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact
<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 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.
<b>Special Certifications and Licenses</b>	Must possess the required qualifications for the position of Clerk of the Court as prescribed by State statutes.

**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.*