

Job Class Code: 1801	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 9

GENERAL DESCRIPTION OF CLASS

This job classification (class) is responsible for a variety of administrative tasks in support of the circuit court functions, as well as indexing and recording documents such as deeds, deeds of trust into the court’s automated system and processing the relevant documents. This class is responsible for verifying and researching records, entering data, processing documents, retrieving information, collecting fees, maintaining cash drawer, receiving, screening and responding to a variety of inquiries by telephone, in person and providing assistance to judges, attorneys, and appropriate personnel. This class is responsible for filing, photocopying, and scanning documents. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Performs case file setup and keys entry for case initiation in a court case management system.
- 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.
- 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.
- 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.
- Documents authentication of legal documents through the certification process.
- Prepares legal documents, reports and correspondence with accuracy and in accordance with appropriate policies and statutory regulations with a broad skill level; files documents appropriately
- Provides court case management support, court financial management support to ensure proper charges, costs and fines are being assessed, interfaces with judges and administrative support staff, prepares court orders, disseminates court orders and findings, and reviews and exchanges court rulings and documentation with appropriate agencies.
- Reviews case pleadings and/or land documents to verify compliance and accuracy while maintaining a high degree of competence.
- Enters and updates data in the Supreme Court Case Management System for criminal, civil, estate and probate matters.
- Operates photocopy equipment, cashier registers, bar code scanners, document scanners, imaging stations, and/or record indexing and verifying stations.
- Receipts fees, taxes, fines, restitution, and costs for various court matters and/or land documents.
- Prepares reports, correspondence, forms and other legal documents as required; files documents appropriately.
- Receives, distributes, and processes incoming mail and prepares outgoing documents for postal service.
- Monitors computer systems operation to ensure appropriate functions, reports, malfunctions and follows-up to ensure corrective action is taken.
- Performs special projects and other duties as assigned.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
-------------------------	--

Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division. Uses basic algebra involving variables, formulas, practical application of fractions, percentages, ratios and proportions; computes discounts and interest rates.
Language Requirements	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.
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 attestation with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others making a few decisions, affecting the individual coworkers and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in secretarial skills 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 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.