

Job Class Code: 1803	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 9

GENERAL DESCRIPTION OF CLASS

This job classification (class) is responsible for operations in the delivery of quality service to the public, collaborating agencies, the court, the legal community, and/or financial institutions. Among the major areas of responsibilities are advanced level of court case management, office financial management, preparation of court orders, and a high degree of demonstrated competence and knowledge of the circuit court environment. The class works within a broad scope of work to be performed and develops workflow analysis and reports.

TYPICAL TASKS

- Provides case file setup and keys entry for case initiation in a court case management system.
- Performs customer service for walk-in customers, customer telephone and written requests.
- Documents authentication of legal documents through the certification process.
- Prepares legal papers with accuracy and in accordance with appropriate policies and statutory regulations with a broad competence level.
- Performs job duties at an advanced level based on circuit court knowledge and experience. Reports directly to the Chief Deputy Clerk and/or Clerk.
- Provides court case management support, court financial management support, interfaces with the judges and administrative support staff, prepare 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.
- Operates photocopy equipment, cash 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; file documents appropriately.
- Performs special projects and other duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or lead others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Use basic algebra involving variables, formulas; computes discounts, rates, ratios, and percents.
Language Requirements	Read scientific and technical journals, abstracts, financial reports, and legal documents; speak before professional and civic groups; participate in panel discussions and speak extemporaneously on a variety of subjects; write complex articles, reports, and develop presentations for sophisticated audiences.
Mental Requirements	Performs professional level work requiring the application of principles and practices in a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; or the coordination of entry level managerial work; requires general 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	Supervises others requiring the development of procedures and constant decisions

Control

affecting subordinate workers, staff, and others in the general public.

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 two years 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.

Revised 05/01/22