

Position Code: 1810	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 9

GENERAL DESCRIPTION OF CLASS

This class is responsible for 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 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

- Case file setup and key entry for case initiation in a court case management system.
- Customer service responsibilities for walk-in customers, customer telephone and written requests.
- Document authentication of legal documents through the certification process.
- Preparation of legal papers with accuracy and in accordance with appropriate policies and statutory regulations with a broader skill level.
- Serve in the delivery of court case management support, court financial management support, interface with the judges and administrative support staff, prepare court orders, disseminate court orders and findings, and review and exchange court rulings and documentation with appropriate agencies.
- Review case pleadings and/or land documents to verify compliance and accuracy while maintaining a higher degree of skill.
- Operate photocopy equipment, cashier registers, bar code scanners, document scanners, imaging stations, and/or record indexing and verifying stations.
- Receipt fees, taxes, fines, restitution, and costs for various court matters and/or land documents.
- Prepare reports, correspondence, forms and other legal documents as required; file documents appropriately.
- Receive, distribute, and process incoming mail and prepare outgoing documents for postal service.
- 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	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 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 and a few co-workers.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

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

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.