

<b>Position Code: 1820</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Code: 3</b>	<b>EEO Category: 9</b>

**GENERAL DESCRIPTION OF CLASS**

This class is responsible for operational responsibilities 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 scope of work to be performed, develops workflow analysis and reports.

**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.
- Performs job duties at an advanced level based on circuit court knowledge and experience. Reports directly to the Chief Deputy Clerk and/or Clerk.
- 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.
- Performs special projects and other duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	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.
<b>Interpersonal/People Involvement</b>	Supervises or lead others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Use basic algebra involving variables, formulas; computes discounts, rates, ratios, and percents.
<b>Language Requirements</b>	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.
<b>Mental Requirements</b>	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.
<b>Decisions/Supervisory</b>	Supervises others requiring the development of procedures and constant decisions

<b>Control</b>	affecting subordinate workers, staff, and others in the general public.
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**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree or any equivalent combination of education and experience 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 four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	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.*