

Job Class Code: 0692	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assign and schedule cases for respective resident and substitute judges and to disseminate those assignments to all necessary court personnel and screen all requests for continuance. The class works within broad policy and organizational guidelines; independently plans and implements projects; and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Screens all continuance requests forwarded to the Judges to determine status of case and researches case files as necessary for the Judges.
- Reviews criminal and civil trial docket; splits docket into appropriate courtrooms; orders necessary number of court reporters; assigns resident and substitute judges to civil and criminal dockets and disseminates docket to Judges, Commonwealth’s Attorney, Sheriff, Probation and Parole, Clerk of Court, and other court personnel.
- Processes all “in” box orders and reports from Probation and Parole and Commonwealth’s Attorney.
- Ensures minimum continuances by controlling the number of trials scheduled per day; reviews criminal jury trial and lengthy bench trial report provided by the Commonwealth’s Attorney to ensure only amount of criminal juries are set on a given day.
- Schedules civil motions for hearing on the Court’s weekly motion docket; types and disseminates civil motion docket to appropriate individuals and offices.
- Supervises security personnel responsible for receiving telephone calls and visitors.
- Provides administrative support to supervisor and other staff, and performs routine secretarial duties for the Judges.
- Maintains main law library and individual resident judges’ library of books in their respective chambers.
- 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 these data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people which directly facilitates task accomplishments and may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems with almost constant problem solving.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems involving the court system, composes routine reports and specialized reports, forms and business letters, with proper format.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered.
Decisions/Supervisory Control	Guides others, making frequent 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 law 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 07/21/2020