

<b>Job Class Code: 0185</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 6</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to coordinate the scheduling of court dates and maintain a calendar. The class is responsible for the General District Court felonies calendar and the coordination of scheduling of court dates for the Court and defense attorneys. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Appears in General District Court to set trial dates for defendants in cooperation with defense attorneys and court clerks.
- Enters cases into computer and creates calendar of cases for reference; assigns cases to attorneys for prosecution.
- Picks up warrants from Magistrate’s office to distribute to staff.
- Types subpoenas and correspondence for witnesses to appear in court.
- Routes correspondence and other documents to attorneys to keep them abreast of necessary information.
- Sets up detailed file on each defendant in data system; runs criminal history check to include in file.
- Closes out ended cases to clear calendar and files same.
- Takes requests from victims to assist in prosecuting misdemeanor cases.
- Sets up bond hearings for prisoners requesting release from jail; coordinates schedule with all participants.
- Copies following day’s docket in Clerk’s office, and checks on miscellaneous items requested by attorneys.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Computes or performs arithmetic operations using data or information.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
<b>Mental Requirements</b>	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.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in law, secretarial skills, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of six months of related experience.
<b>Special Certifications and Licenses</b>	Depending on position, may require a valid driver’s license in compliance with City driving standards.

**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.*