



CLASS SPECIFICATION FOR:  
**Deputy Clerk Supervisor**

**General Statement of Duties:**

Supervises employees in a specific section of the Clerk's Office, plans, organizes and directs the management of records of the circuit court clerk's office; does related work as required.

**Distinguishing Features of Class:**

This class is responsible for administering a Division of the Clerk's Office, to include supervision of a professional staff, management of automated systems, the retention, security, maintenance and storage of land records to include current records and archival records. The incumbent is responsible for ensuring that all relevant records needed in support of the Clerk's Office are maintained in accordance with the laws of the Commonwealth of Virginia. Receives limited supervision and guidance from the Chief Deputy Clerk and the Clerk of the Circuit Court.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises and directs activities of personnel assigned to the land records or criminal sections of the clerk's office;
- Provides supervisory advice and assistance to staff and/or other departments on matters relating to records and office procedures;
- Oversees and supervises employees on difficult problems;
- Selects and trains new clerks in work and mission of assigned area;
- Oversee the collection, security and proper handling of fees and office funds;
- Provides oversight of filed records, to include creating and implementing policies for the set-up, maintenance, storage, retrieval and disposition of records and automated systems;
- Determines record retention and disposal schedule in accordance with the Library of Virginia;
- Holds general oversight for the implementation and management of automated systems provided by the Supreme Court of Virginia and various vendors;
- Reports and makes recommendations for solutions of problems of an administrative nature;
- Assures quality control of work in specific area of the Clerk's Office;
- May assist in the development and monitoring of the office's budget;
- Performs related work as assigned.

**Required Knowledge, Skills and Abilities:**

Considerable knowledge of statutes of the Code of Virginia, regulations and procedures governing the operation of a circuit court clerk's office and of the clerical routine of the office of the Clerk of the Circuit Court; considerable knowledge of the organization, functions, jurisdiction and authority of the courts; considerable knowledge of modern office practices and procedures; ability to make sound decisions based on laws, regulations and office procedures and precedents; proven ability to exercise discretion and to maintain confidentiality of sensitive oral and written information; proven supervisory and administrative ability; ability to communicate well orally and in writing; ability to work effectively and efficiently under stressful conditions; ability to establish and maintain effective and cooperative working relationship with staff, attorneys, judges, other governmental agencies and general public.

**Minimum Education and Experience:**

Education: Possession of a bachelor's degree in a related field

Experience: Three (3) years of responsible experience in the court system, one of which must have been in a supervisory or managerial position

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

None.

G.A.D.0019

Career Code:

Date of last Revision: 9/25/2010

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.