



CLASS SPECIFICATION FOR:
Deputy Clerk II

General Statement of Duties:

Performs independent clerical duties in the Circuit Court Clerk's Office; does related work as required.

Distinguishing Features of Class:

This class is distinguished by the level of responsibility and complexity of the duties performed. The position must demonstrate a high level of understanding of the law and must have excellent communication skills. The incumbent works independently and receives general and limited supervision from the assigned Section's Deputy Clerk Supervisor; Chief Deputy Clerk or Clerk of the Court or designee.

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

- Review files and initial pleadings and makes determination as to collection of fines and costs/filing fees, collects monies, operates automated financing management system and delivers receipt;
- Reviews criminal files and advises defendants as to payment plans for collection of fines and costs. Sets up plan, prepares order for entry by judge for approval;
- Reviews orders of the Court for court directives to forward information to probation officers, Criminal Records Exchange, State Penitentiary and Sheriff, Division of Motor Vehicles, Virginia State Police, and attorneys;
- Works directly with public, defendants and attorneys to assist in all matters related to filing of legal pleadings;
- Receives and accounts for all monies collected in the clerk's Office, balances cash drawer and reports collections to bookkeeper;
- Indexes pleadings and orders in appropriate index;
- Keeps daily log on activities of Circuit Court and Clerk's Office and makes monthly reports to Supreme Court;
- Scans by means of automated system - deeds, wills, chancery, law and criminal orders, adoptions, fiduciary accounts, inventories of estates, and plats;
- Checks for quality control of scanned records;
- Assists public with the preparation and recordation of partnerships and assumed names;
- Prepares civil docket, calls cases on first day of each term, sets cases and sends notice to counsel of trial dates and court directives;
- Performs related works as assigned.

Required Knowledge, Skills and Abilities:

Good knowledge of the laws, regulations and procedures governing the operation of a circuit court clerk's office; good knowledge of the organization, functions, jurisdiction and authority of the court; considerable knowledge of modern office practices and procedures; skill in typing accurately; good knowledge of account-keeping practices and principles; ability to make decisions based on laws, regulations and office procedures and precedents; ability to use independent thinking in solving work-related problems; ability to act on one's own with little supervision; ability to make arithmetical computations accurately and quickly; ability to work accurately under pressure; demonstrated ability to establish and maintain good working relationships with employees, attorneys, judges, and the general public; integrity; good judgment.

Minimum Education and Experience:

Education: Bachelor's degree with some work experience in the Court system or the legal field; OR
Experience: Graduation from high school and four (4) years of responsible clerical work experience, preferably in the Court system or the legal field
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.E.D.0014
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.