



CLASS SPECIFICATION FOR:
Deputy Clerk III

General Statement of Duties:

Performs more complex and responsible quasi-legal and clerical duties in the Circuit Court Clerk's office; does related work as required.

Distinguishing Features of Class:

This class is distinguished from the Deputy Clerk II by the complexity, sensitivity and responsibility of duties assigned, and has a serious consequence of error. This work involves a high degree of confidentiality and has a serious consequence of error. The incumbent works independently and receives 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*):

- Reviews documents to determine if in proper form and meets with all requirements of Code of Virginia to receive for recording;
- Determines which instruments are taxable, and calculates appropriate State and County tax and Clerk's fee on deeds, deeds of trust and records;
- Dockets and indexes judgments, dockets financing statement;
- Assists public in proper filing of partnerships and assumed names;
- Receives and accounts for all monies collected in Clerk's Office and prepares daily bank deposits;
- Works with vendors to make appropriate decisions as to system needs for recordation of land records;
- Indexes and maintains all deeds and deeds of trust in Clerk's Office automated indexing system;
- Keeps daily log on activities of Circuit Court and Clerk's Office and makes monthly reports to Supreme Court;
- Screens, visitors, calls and mail to direct to proper source;
- Schedules appointments for meetings, arranges conferences by coordinating schedules, reserving a meeting place, notifying participants and mailing agendas;
- Handles confidential assignments;
- Prepares all civil files on appeal to the Court of Appeals or the Supreme Court;
- Corresponds with the Court of Appeals or Supreme Court by mail or telephone to work out issues with files on appeal;
- Receives, reviews for appropriate documentation all concealed handgun files, sends files to police department for criminal records check; works with police records to follow through and issues permits for signature by the Clerk;
- Coordinates with other county agencies and vendors for physical projects in Clerk's Office;
- Researches files and makes reports;
- Proofreads documents to insure accuracy;
- Special Assignments as assigned;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of the appropriate statutes of the Code of Virginia, regulations and procedures governing the operation of a Circuit Court Clerk's Office; good knowledge of the organization, functions, jurisdiction and authority of the courts; 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 make arithmetical computations accurately and quickly; ability to work accurately under stressful conditions; 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: Possession of a bachelor's degree in a related field

Experience: One (1) year of responsible clerical work experience, preferably in a Court System or the legal field

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



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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.0016

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.