



General Summary of Classification:

Incumbent manages day-to-day operations and activities, financial, office automation and office support staff functions of the Circuit Court Judges' office; serves as the point of contact between the public, the Circuit Court Clerk's Office, the Commonwealth's Attorney's office, attorneys and the Circuit Court Judges; routinely works independently handling issues, meetings, communications and matters of varying degrees of significance in importance and impact appropriately; manages special projects as assigned; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Serves as primary liaison between attorneys and judges concerning hearings, motions, continuance of trials, reason and necessity for special or emergency hearings;
- Administers the court's budget by performing a variety of day-to-day activities which may include, obtaining estimates consistent with County procurement policies, preparing purchase orders and related accounts payable documentation, monitoring costs and expenditures, assisting with and adhering to approved budget, and preparing budget reconciliations;
- Organizes Jury Commissioners and accurately prepares and maintains various types of required paper and electronic documentation including records of commissions, and oaths required to be administered;
- Manages as assigned non-supervisory staff which may include full-time, part-time and temporary/seasonal staff, interns, volunteers and contractors/vendors, and includes schedules, timecards and leave, performance evaluations, prioritizing and assigning work, facilitating timely and accurate communications and trainings, and other related activities not limited to selection, training, coaching, disciplinary actions and development
- Manages the day-to-day operations of the Circuit Court Judge's chambers including requisitioning office supplies and equipment and ensuring office equipment is properly serviced and maintained; oversight of various types of records, to include following all policies for the maintenance, retention, storage, retrieval and disposition of all records;
- Liaisons between the courts with the news media and public;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of the Commonwealth of Virginia court system and court operations with experience in administering dockets; sound working knowledge and understanding of legal terminology inherent to working in a court system.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; sound math skills necessary to perform accurate calculations.
- **Interpersonal, Communication and Customer Service:** Excellent interpersonal skills as well as considerable tact and excellent judgment in dealing with the diverse array of situations and interactions, including interactions with top-level officials in both the public and private sector; excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, with all relevant stakeholders.
- **Decision-making and Authority:** Ability to understand and follow complex instructions, policies and data, including state and federal laws and regulations; makes sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to plan, organize, and conduct meetings or training sessions.
- **Leadership:** Supervisory.
- **Environment:** Typically works in an office setting; may work in various locations based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

Minimum Education and Experience:

Education: Graduation from high school with coursework or degree in a relevant field preferred;

Experience: Three (3) years of experience in office management in a legal environment, circuit court experience preferred;

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

Other Requirements (License, Certifications, Training, etc.):

Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.