

## CHIEF DEPUTY CLERK OF CIRCUIT COURT

**GRADE 40**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs intermediate professional work assisting with the supervision and management of the office of the Clerk of the Circuit Court; supervising the recording and maintenance of legal documents and records; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assisting with the operation and management of the office; training and supervising department personnel; supervising the recordation and maintenance of legal documents and records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

- Supervises, directs and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals.
- Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; assists with complex/problem situations and provides technical expertise; develops and revises office procedures manual; screens job applicants and recommends candidates for hire.
- Performs the duties of subordinate office personnel; assists in the resolution of customer service problems; researches and interprets applicable statutes and policies to ensure appropriate response.
- Answers public inquiries regarding probate and qualification of personal representatives; prepares required forms for each estate after review of applications for probate; determines whether will is in proper form and determines if the personal representative meets statutory requirements to act as such; administers oaths and takes bond from personal representative; collects required probate taxes and fees and issues receipt for same; provides instructions to personal representatives as to his statutory duties; prepares probate orders.
- Serves as court administrator; plans yearly calendar to assign space for criminal and civil cases and for designated judges; coordinates available court dates, attorneys, court officials to assign hearing and trial dates; assigns court dates to priority cases in a timely manner; posts dates to court calendar and case management system.
- Reviews daily revenue collection reports and document filings; submits requests for reimbursement of staff salaries and reports fees; updates budget office regarding revenue collections; reviews distributions of restitution to victims; reviews liability accounts to ensure prompt distribution of bond and escrow accounts; maintains Trust Fund Order Book for General Receiver accounts.
- Assists in the preparation of the annual operating budget for the county and submission to the State Compensation Board; monitors and approves expenditures.
- Serves as Records Manager; reviews files for destruction, preservation and purge based on statutory and regulatory requirements.
- Serves as computer network administrator; implements new technology; installs new equipment and troubleshoots problems; assists associates with program application.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; comprehensive knowledge of business English, spelling, arithmetic and office management; thorough knowledge of office programs, policies and procedures; thorough knowledge of the applicable code sections and regulations and of the functions of violations handled by the office; ability to perform a considerable volume of detailed financial record work; ability to plan, organize and supervise the work of subordinates; ability to establish and maintain effective working relationships with judges, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration or related field and extensive experience in the Office of the Clerk of the Circuit Court involving contact with the general public including considerable supervisory experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.