



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

CHIEF DEPUTY COURT CLERK

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, walking, fingering, grasping, and repetitive motions; 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, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing legal documents; entering data; processing adoptions; maintaining records and files; preparing reports; supervises all Deputy Court Clerk's; assisting the public and court officers.

(The following tasks 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.)

Oversees and participates in the processing of legal documents; answers the phone and assists callers and customers or directs to appropriate party for disposition;

Probates estates; ensures accuracy of all pertinent documents and that all legal requirements are met; calculates probate taxes and fees; appoints executors or administrators of estates;

Records land records; reviews records for format, location, signatures, notary; documents instrument and page numbers; scans and indexes into public terminals;

Records judgments; assigns instrument numbers and enters into the public system; records and files finance statements including original, continuance, assignment and terminations;

Helps set up payment plans following criminal proceedings; receives payments;

Receives and numbers law and chancery cases and criminal cases;

Prepares and distributes marriage license applications;

Administers oaths of office for notaries, public officials, law enforcement officers and various committees;

Reviews weapon permit application; distributes form to appropriate background check personnel; prepares order for judges signature;

Maintains criminal docket and sees that all criminals that are incarcerated are transported;

Prepares court orders; assess court cost for all criminals;

Manages the Grand Jury and petit pools for trials;

Verifies and balance checking accounts and make daily deposits;

Files reports to Supreme Court of Virginia to pay the defense attorneys;

Files unclaimed property report with Department of Treasury;

Prepares bonds to release criminals;

Prepares capias to put criminals in jail;

Processes assumed/fictitious business name applications; indexes application and places in record book;

Receives and receipts various fees; runs end of day register tape and balances cash drawer;

Writes checks and enters into the computer; Prepares journal vouchers; disperses restitution as needed; checks monthly financial reports and submits required reports; assists with annual audit;

Prepares and maintains various files and records;

Maintains time records for clerk's office;

Orders and maintains inventory of office supplies;

Acts as Clerk of Circuit Court when required;

Participates in emergency response operations as required in a declared emergency by County officials; completes

required NIMS training as a condition of employment;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; thorough knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; thorough knowledge of office programs and policies; ability to establish and maintain effective working relationships with court officials, associates and the general public; ability to understand and follow oral and written instructions. Must have extensive knowledge with the Code of Virginia laws.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in legal assistance or a related field and extensive clerk's office experience.

SPECIAL REQUIREMENTS:

Notary Public.