



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

DEPUTY COURT CLERK II

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under the regular supervision of the Chief Deputy Circuit Court Clerk. May supervise other Deputy Clerks in the absence of the Chief Deputy Clerk.

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, crouching, reaching, walking, lifting, 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; indexing records and documents; maintaining records and files; assisting the public and court officers; supervises the recording desk. May supervise other Deputy Clerks in the absence of the Chief Deputy Clerk.

(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.)

Answers the phone and assists callers and customers or directs to appropriate party for disposition;
Provides a variety of general clerical support for office functions such as typing and filing;
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, processes and numbers law and chancery 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 the clerk's signature;
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;
Prepares court orders; prepares files and qualify guardians and conservators;
Prepares and maintains various files and records;
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:

General knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; general knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; general 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.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable clerk's office experience.

SPECIAL REQUIREMENTS:

Notary Public.