



CLASS SPECIFICATION FOR:
Chief Deputy Circuit Court Clerk

General Statement of Duties:

Performs responsible professional work in assisting the Circuit Court Clerk in administering the Clerk's Office; does related work as required.

Distinguishing Features of Class:

This is a responsible administrative classification involving a high degree of individual responsibility and the exercise of independent judgment in carrying out important and difficult personnel activities and in understanding the laws that govern the functions of the Circuit Court Clerk's Office. Supervision is provided over professional and non-professional staff of the Clerk's Office. The work is performed under the limited supervision of the Circuit Court Clerk.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Plans, develops, coordinates and maintains training and development of staff;
- Conducts detailed research on State legislation that impacts or may impact the operation of the Clerk's Office recommending, implementing and monitoring revisions, to include training staff as needed;
- Supervises all personnel activities relating to office management;
- Assists with the development and monitoring of the Circuit Court Clerk's Office budget;
- Assists supervisors in training new employees and trains employees under the direct supervision of the Chief Deputy;
- Performs interviews with perspective employees and makes recommendation on hiring;
- Implements new procedures for staff development to more efficiently perform duties;
- Acts on the Circuit Court Clerk's behalf in the event of the Clerk's absence from office;
- Undertakes special research and projects on own volition or as required by the Circuit Court Clerk;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of the specialized principles and practices of the Code of Virginia and administration of personnel, considerable knowledge of state and local government and procedures as they related to the Court system; ability to analyze facts and to exercise sound judgment in arriving at timely decisions; ability to write and speak effectively; ability to establish and maintain good working relationships with judges, attorneys and other county officials, employees and the public; ability to supervise effectively; good professional judgment.

Minimum Education and Experience:

Education: Possession of a bachelor's degree in a related field

Experience: Five (5) years of responsible experience in the court system, three of which must have been in a supervisory or managerial position

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

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.A.D.0018

Career Code:

Date of last Revision: 9/25/2010