



CLASS SPECIFICATION FOR:
Deputy Clerk IV

General Statement of Duties:

Performs highly complex and responsible quasi-legal and clerical duties in the Circuit Court Clerk's office; does related work as required.

Distinguishing Features of Class:

This class, the highest level of Deputy Clerk, is distinguished from the Deputy Clerk III by the complexity, sensitivity and responsibility of duties assigned, e.g., serving as clerk to a judge and arraigning defendants, and serves as probate clerk or as lead worker in a particular section. This work involves a high degree of confidentiality and has a serious consequence of error. The incumbent works independently and receives limited supervision from the assigned Section's Deputy Clerk Supervisor; Chief Deputy Clerk or Clerk of the Court or designee.

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

- Arraigns defendant, swears witnesses and jurors;
- Records felony cases by electronic equipment and keeps log;
- Records pertinent information for use to prepare orders for judges in felony, misdemeanor and law cases;
- Prepares notices to probation officers; notices Sheriff; and to Division of Motor Vehicles;
- Remains in court for the duration of the trial of criminal cases;
- Calculates fines and costs on criminal cases and/or probate fees;
- Performs legal research as it pertains to the laws and regulations governing the requirements for the duties of the circuit court clerk;
- Probates wills; appoints executors, administrators, guardians of minors and trustees by preparing memoranda of facts, lists of heirs, bonds, certificates of qualifications and probate orders, calculating and collecting taxes and fees and giving parties general instructions of their duties;
- Prepares probate orders, indexes wills and lists of heirs in the Automated Index to Wills and Fiduciaries;
- Files and processes petitions for disclosure of information in adoption proceeding for State;
- Keeps daily log on activities of Circuit Court and Clerk's Office and makes monthly reports to Supreme Court and other agencies or systems as assigned;
- Calculates fees and tax, operates computer cash register and deliver receipt;
- Examines orders for court directives to Clerk;
- May be responsible to assign work to other team member(s);
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of the statutes of the code of Virginia, regulations and procedures governing the operation of a Circuit Court Clerk's Office; good knowledge of the organization, functions, jurisdiction and authority of the courts; considerable knowledge of modern office practices and procedures; skill in typing accurately; good knowledge of bookkeeping and account-keeping practices and principles; ability to make decisions based on laws, regulations and office procedures and precedents; ability to use independent thinking in solving work-related problems; ability to make arithmetical computations accurately and quickly; ability to work accurately under stressful conditions; demonstrated ability to establish and maintain good working relationships with employees, attorneys, judges, and the general public; integrity; good judgment.

Minimum Education and Experience:

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

Experience: One (1) year of responsible clerical work experience, preferably in a Court Clerk's Office or the legal field

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.B.D.0017

Career Code:

Date of last Revision: 9/25/2010

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.