

Campbell County Job Description

Job Title: Deputy Clerk I
Department: Circuit Court Clerk's Office
Reports To: Clerk of the Circuit Court
Grade: 11
FLSA Status: Non-exempt
Prepared By: Shameka Wright
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Approved By: Deborah Hughes
Approved Date: June 8, 2010
County Administrator Approval: *R. David Laurrell*
County Administrator Approval date: June 8, 2010

SUMMARY

Under direct supervision, performs diversified administrative, secretarial and clerical duties and responsibilities demanding the use of numerous and various types of procedures. Problems encountered are routine to difficult in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the public in a professional, courteous manner to resolve problems and answer questions
- Provide support in processing law actions
- Collect and receipt fees, fines and costs, and balance daily collections against receipts
- Initiate and prepare correspondence and documentation
- Assist co-workers in other divisions
- Perform other duties as assigned or required based on the needs of Circuit Court Clerk's Office

See attachment for Deputy Clerk I Deeds Section and Deputy Clerk I Civil Section

SUPERVISION EXERCISED

This job has no supervisory responsibilities.

EDUCATION

Requires graduation from high school or completion of GED equivalent

EXPERIENCE

Requires one (1) year of related office experience

INTERPERSONAL CONTACTS

Interpersonal contacts both within and outside the organization to obtain and furnish information. Requires the ability to maintain effective working relationships in order to explain policies and obtain cooperation.

RESPONSIBILITY AND ACCOUNTABILITY

The position has an infrequent exposure to risk situations; the impact of the incumbent's decision(s) minimally affect the operation of the organization.

WORK ENVIRONMENT

The work site is indoors where no hazardous conditions are prevalent

PHYSICAL DEMANDS

Work involves minimal physical strain. The employee must occasionally lift and/or move up to 25 pounds.

OTHER SKILLS AND ABILITIES

Good oral and written communication skills

Tact, poise, and resourcefulness

Superior typing and proofreading skills

Knowledge of modern office practices and procedures

Skill in operating standard office equipment

Skill in performing basic arithmetic

Ability to read and interpret legal documents and written instructions

CERTIFICATES, LICENSES, REGISTRATIONS

Requires completion of National Incident Management System IS-700 and IS-100 within 90 days of employment.

QUALIFICATIONS DESIRABLE

DEEDS SECTION—Deputy Clerk I

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Record and receipt land records in an accurate and timely manner

Calculate and collect appropriate fees

Examine documents for proper notarizations and/or acknowledgements

Copy instruments and prepare for digital imaging of record

Provide support to indexing and scanning functions

CIVIL SECTION—Deputy Clerk I

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Commence, maintain and process Chancery, Miscellaneous and Adoption case files

Enter data into the Case Management System

Index and scan court orders and other necessary documents into Records Management System

Process and distribute orders to appropriate agencies

Prepare records for submission to appellate court as necessary

Attend court and record proceedings and prepare court orders

Take possession of real evidence and record chain of custody

CRIMINAL SECTION—Deputy Clerk I

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform general clerical duties;
Provide back-up assistance and support to other staff, as directed;
Assess court costs and institute payment plans;
Provide back-up to compiling, verifying, submitting and retaining financial reports, collection agency and tax set off accounting and reporting;
Process all closed criminal files, complete CCRE reports, and file and seal confidential reports;
Assist in docketing, indexing and processing criminal judgments;
Attend and record court hearings, swear witnesses and take handwritten notes of proceedings;
Record pleas, findings, judgments and/or sentences;
Identify evidentiary exhibits, take custody of real evidence and record chain of custody;
Schedule jurors, keep attendance records, impanel and qualify jurors, and administer necessary oaths for trial;
Open case files and enter data into the Case Management System;
Draft and prepare court orders reflecting sentence;
Distribute copies of court orders to appropriate agencies and parties;
Index court orders and prepare for scanning;
Respond to inquiries from attorneys, staff, court contacts and the general public;
Research the Code of Virginia to find appropriate information; and,
Balance daily collections against receipts.