

## JOB DESCRIPTION

### Essex County, VA

Job Title	<b>Senior Deputy Clerk -Circuit Court</b>
Department	Clerk of Circuit Court Office
Category	Full-Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Clerk of Circuit Court
Supervises:	Trains or directs Deputy Clerk I as needed

#### **JOB SUMMARY/PURPOSE**

The purposes of this position are to provide clerical and accounts receivable duties and to assist the Clerk of the Circuit Court with the day to day operations of office. The work involves attention to details to maintain accurate records, collecting permit and license fees, assisting with probate accounts, collecting fees for deed recordings. Performs reconciliations of bank statements, cash registers, court accounts and court fines. Assists the public with researching the records such as deeds, court filing and findings and other legal documents A Senior Deputy Clerk – Clerk of Circuit Court' office is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

#### **ESSENTIAL JOB FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Backs up Deputy Clerk I in serving as first contact for customers to answer questions and explain policies governing department operations; provides information and appropriate contact information;
- Clerical duties include handling important correspondence, filing, maintaining records, overseeing probate matters established by the Clerk of Circuit Court, etc.;
- Collects fees for various permits and licenses such as concealed gun permit, marriage license and collects funds for various filing of documents and copies of documents;
- Collects court fines issues by the courts, collects restitution funds per court filings, collect fees for deed and trust filings, etc.;
- Assists Clerk of Circuit Court with correspondence related to issuing subpoena for witnesses, handling of appeals, preparing court orders, preparing materials for the jury process, preparing case management orders, etc.;
- Issues Marriage Licenses;
- Indexes, proofreads, and merges documents as necessary, especially property deeds;
- Assists the public with understanding how to use the various records and indexes in the records room especially for property deeds and court records;
- Manages the bookkeeping for the various probate accounts, court accounts, trust accounts, investing funds as required based on court regulations
- Prepares checks and cash for deposit and balances the register at the end of each day; process accounts receivable in computerized system;

- Assist citizens with understanding the regulations related to filing deeds, filing of wills and probate procedures, obtaining licenses and permits, etc.;
- Maintains files, records and indexes various documents and records related to deeds, circuit court documents, licenses, permits, wills, probate matters, etc.;
- Enters data and records into office system to maintain accurate records;
- Orders office supplies;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with office operation and account receivable trends and collection regulations;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

### **MINIMUM REQUIREMENTS TO PERFORM WORK**

#### Education and Experience:

- High school diploma or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job, plus over three years of office work, banking, bookkeeping and/or customer service experience. Court office experience preferred.

#### Licenses or Certificates:

- None

#### Knowledge, Skills and Abilities:

- Strong knowledge of records management of property deeds, court records and procedures and bookkeeping of probate/trust accounts as ordered by the courts;
- Knowledge of standard office practices, procedures, equipment, terminology, and clerical techniques;
- Knowledge of accounts receivable and basic bookkeeping practices and procedures;
- Working knowledge of the use of office automation applications and equipment, business arithmetic, American business English and spelling;
- Working knowledge of database management systems for data entry procedures;
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office;
- Ability to process large volumes of paperwork and/or receipts; ability to type with speed and accuracy and to develop and maintain detailed and accurate records and files;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask;
- Ability to maintain effective working relationships with banks, customers, departmental staff, employees, and the public;
- Ability to keep confidential records;
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively, both orally and in writing;

- Ability to use Windows-based software and data base systems (e.g. Word, Excel, Financial systems);
- Ability to maintain motivation, composure, and self-esteem in stressful situations;
- Ability to make sound judgments and decisions based on established office policies and procedures and to explain regulations to the public.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, telephone, fax, scanner, handling money				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing			X	
Other-Driving	X			
Other-moving from sitting to standing at counter often			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).*