



**COUNTY OF YORK JOB DESCRIPTION**  
Deputy Clerk  
Clerk of the Circuit Court's Office  
Records Management

Human Resources Division  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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**GENERAL STATEMENT OF JOB**

Performs a variety of clerical work including receipting and recording land records, issuing marriage licenses, scanning and indexing permanent records, assisting the public in the record room and accessing fees and copying permanent records, and performing other miscellaneous duties such as, filing, maintaining Order Books, preparing a variety of Clerk's Orders, and appointments to various boards and commissions, receipting and filing judgments, financing statements, fictitious name certificates, and military discharges, and setting up copy accounts for copy machine in record room. Answers telephone and assists callers. Employee must exercise initiative and independent judgment in completing assignments. Employee must also exercise tact and courtesy in contact with the general public. Work is performed under regular supervision.

**ESSENTIAL JOB FUNCTIONS**

*Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.*

Receipts, records, scans, indexes, verifies and copies land records and other documents; receipts, files, docket, indexes, scans, proofs, and verifies judgments, financing statements, military discharges, fictitious name certificates, marriage licenses, wills and fiduciary documents.

Checks, opens, returns, and prepares mail for recordation; proofs and verifies recorded documents.

Issues marriage licenses, and certified copies of licenses.

Assists customers with concealed handgun permit applications, and collects appropriate fees.

Prepares oaths and Clerk's Orders for ministers to perform marriages; boards, commissions, and elected officials qualifications; and notary qualifications, including notification to Secretary of the Commonwealth of notary qualifications.

Burns cds of Circuit Court records for archival with the Library of Virginia; performs archival backups of indexes and images; performs scanning off-site as needed for oversize plats and other documents, and imports the same into the Court Record Management System for public access.

Maintains Order Books; proofs filmed pages and indexes Orders in Trust Account Order Book, Adoption Order Book, Chancery Order Book, Common Law Order Book, Fiduciary Order Book. file correspondence, pleadings, and etc. in appropriate case files.

Answers telephone and greets visitors; provides information, or refers caller to appropriate personnel.

Assists general public in record room by accessing and copying records; maintains security of permanent records housed in Record Room.

Answers miscellaneous copy requests; receipts and sets up debit accounts for copy machining in Record Room including adding additional copies and deleting plat copies as requested by customers.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work and performs a variety of duties in other sections of the Circuit Court as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of general math to include addition, subtraction, multiplication, division, percentages, and fractions.

Thorough knowledge of office procedures and principles.

General knowledge of business English.

Effective oral and written communication skills.

Ability to deal effectively and tactfully with the general public.

Ability to use personal and peripheral computer equipment and word processing and spreadsheet software with reasonable speed and accuracy.

### **EDUCATION AND EXPERIENCE**

High school graduate or equivalent; and 1-2 years of experience in varied clerical work; or any combination of education and experience which provides the required knowledge, skills, and abilities.

### **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Occasionally may lift, carry, push, pull or otherwise move objects. Must be able to lift up to 25 pounds. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read and prepare a variety of documents, records, applications, and logs. Must be able to speak with poise, voice control and confidence, and to articulate information to others.

**Intelligence:** Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and operation of motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and/or hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_