



COUNTY OF YORK JOB DESCRIPTION
Deputy Clerk II
Criminal Division
Clerk of the Circuit Court's Office

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

GENERAL STATEMENT OF JOB

Responsible for performing a variety of complex clerical and financial work in the Criminal Division with filing new criminal cases, processing Court Orders, preparing Court Orders; and assisting the Judge in the courtroom, Sets up payment plans for fines and costs for each criminal defendant; assist the public with information regarding criminal files. Employee must exercise tact and courtesy in contact with the general public. Work is performed under general supervision of the Deputy Clerk IV.

ESSENTIAL JOB FUNCTIONS

Receives, files, and enters into the Supreme Court Case Management System new criminal cases; enters arrest and bond information and all court dispositions; creates file folders, assigns docket numbers and file court documents; removes ended cases from docket and maintain criminal index.

Processes Court Orders; mails certified copies of Orders to various state and local agencies, issues subpoenas and subpoena duces tecum; calculates court appointed attorney fees and processes time sheet; receives and files search warrants; responds to various written requests by government agencies, attorneys, and defendants.

Serves as Courtroom Clerk; prepares Court files for judge for review before trial, arraigns accused, swears witnesses, impanels juries, maintains trial exhibits and completes disposition notices for jail; assesses court costs, fines, and restitution, and provides notification of such to defendants; sets up payment plans for defendants owing court costs, processes payment plans, types and mails final notices to pay; receipts criminal payments.

Enters service data in Supreme Court Case Management System for criminal and civil documents such as rules to show cause, subpoenas, and forwards to appropriate sheriff for service; indexes, proofs, and verifies orders in the Court Record Management System.

Prepares a variety of documents requiring numerous steps and follow-up procedures; files and tracks as necessary.

Reviews and evaluates various files for proper retention as determined by the Library of Virginia; maintains various logs to document the destruction of files with needed details; reviews and evaluates old criminal files for retention purposes, following guidelines related to ongoing litigation or audits; maintains various detailed logs for documents that are to be destroyed.

Prepares file for appellate court by numbering pages, indexing entire file, organizing exhibits, notifying appellant, and appellee when record is mailed; processes appellate court orders and adds appropriate court costs; prepares court orders.

Files presentation reports prepared by Probation and Parole Officers; seals and tracks reports until sentencing is complete; files and tracks destruction orders, and provides Virginia Criminal Sentencing Division with completed Sentencing Guidelines and sentencing orders, and sends copies to other institutions as required.

ADDITIONAL JOB FUNCTIONS

Assists the Clerk of Circuit Court with the review of Financial Management System reports for accuracy.

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

ENTRY KNOWLEDGES, 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, supplemented by college course work, and considerable closely related experience, and the ability to read and comprehend Court Orders and the Code of Virginia; ability to perform general math functions accurately, requires personal computer experience and knowledgeable of Microsoft Word; or any equivalent 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 general office machinery and equipment including typewriters, computer-driven data entry equipment, calculator, etc. The work is sedentary in nature. Must be able to lift up to 25 pounds at times to move boxes and deed books, etc.

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

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to others, and receiving instructions, assignments or directions from others.

Language Ability: Requires the ability to read a variety of reports, records and forms, etc. Requires the ability to prepare reports, records and forms, using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of instructions, and to deal with several abstract and concrete variables.

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; utilize decimals and percentages.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle general office equipment. 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 persons acting under stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval _____