



ASSISTANT CHIEF DEPUTY

036

DEPARTMENT: Clerk of Circuit Court

NATURE OF WORK:

Assists the Clerk in the overall administration of the Circuit Court Clerk's Office; does related work as required.

This is supervisory and specialized work, which combines both supervisory and technical duties. The Chief Deputy Clerk assists the Clerk in the administration of the Clerk's office programs and acts in her absence. Supervision is exercised over receipt and recording of deeds and other documents, processing law, chancery and criminal cases, probating of wills and appointment of personal representatives and collection of court costs. The Chief Deputy Clerk is allowed wide discretion in the performance of duties and sound judgment is necessary or serious mistakes could be made which could be both costly and embarrassing to the Clerk, her office, the Judge and the City of Williamsburg and County of James City.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists with the training and supervision of Deputy Clerks in office procedures.

Probates wills by reading pertinent portions to determine whether self-proving; administering oaths to witnesses when required, completing memorandums of facts and other related forms, and calculating taxes and fees for probating and recording.

Supervises Deputy Clerks in their duties of issuing marriage licenses, gun permits, notary public commissions, recording and releasing of land records, recording and releasing of judgments, recording fictitious names, partnerships, administering of oaths, indexing, recording, micro-filming or scanning.

Maintains training and leave records of personnel.

Receives, records and prepares checks for deposit, prepares daily reports of cash receipts, distributes receipts to proper funds following established routines, makes daily entries in cash receipts.

Prepares daily and monthly reports and takes and prepares routine financial reports.

Classifies receipts and disbursements in accordance with established codes, prepares summary sheets and trial balances.

Issues marriage licenses by greeting the public and obtaining required information on application forms, administering oath as required, receipting payment and explaining license requirement.

Prepares and administers oaths of office for Notary Publics and city and county officials.

Maintains automated financial management system. Keeps all the books including checkbook, audits daily receipts, prepares daily, weekly and monthly state and local deposits, maintains files and accounts for all court fund accounts and prepares city, county and state monthly financial reports.

Admits wills to probate as well as qualifying individuals as personal representatives. Prepares forms, gives oath of office and collects taxes and fees. Indexes and maintains all fiduciary files, records all inventories, accountings and foreclosures; working closely with the Commissioner of Accounts on all fiduciary matters. Scans probate documents on the Optical Disk System for permanent record.

Qualifies individuals as guardians of the person and/or conservator of the estate as ordered by the Court; preparing bonds and administering oaths as necessary.

Alternate indexer of deeds; verifying document numbers and assigning book and page numbers prior to indexing on the Supreme Court's Record Indexing System.

Alternate indexer for financing statement, judgment and marriage licenses.

Assists in the training and supervision of new deputies in learning the procedure of recording, indexing and scanning.

Assists in the training and supervision of deputies in learning to use the Record Indexing system and Optical Disk Scanning System.

Attends FMS, CMS and RMS Training as assigned by the Supreme Court.

Prepares the monthly marriage, divorce and adoption reports.

Prepares and administers oaths of office for Notary Publics and monthly report.

Prepares bonds and administers oaths of office for Conservators of the Peace.

Issues Marriage Licenses and administers oaths.

Processes Passports and administers oaths.

Records Certificates of Assumed Name and prepares certified copy.

Records Discharges and prepares certified copy.

Assists the general public by locating, photocopying and answering questions relating to documents in the record room.

Performs other duties as required by Clerk.

Greets and assists general public in locating and photocopying various information in public record, i.e. deeds, plats, marriage licenses.

Acts as receptionist – answering the telephone, composing and typing routine correspondence, as required.

Performs other duties as required or assigned by Clerk.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates computer keyboard, telephone, fax machine, calculator, and other standard office equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the functions of the Circuit Court system and its operations; thorough knowledge of standard office terminology, procedures and techniques, i.e. law, chancery, criminal, probate, land records, accounting and budgeting procedures.

Ability to operate all office equipment used in the office, i.e. typewriter, calculator, copy machine and micro-filming or scanning equipment.

Ability to plan, organize, and supervise staff engaged in work requiring accuracy and attention to detail.

Ability to make sound and timely business decisions affecting staff and the overall performance of the Clerk's Office.

Ability to coordinate the efforts of the staff while maintaining a high level of motivation.

Ability and skills to communicate verbally with the public, members of the legal profession, law enforcement agencies and fellow workers in a courteous, friendly and professional manner.

Ability to follow oral and written instructions, keep accurate records, plan and organize work, read and interpret legal documents, learn the various functions and operations required to perform duties in the Circuit Court Clerk's Office.

Ability to maintain the confidentiality of information handled within the office and discussed with the Clerk.

Ability to handle stress and high-pressure situations.

MINIMUM QUALIFICATIONS

High school diploma or equivalent; considerable administrative experience, preferably in the public sector, or any combination of education and experience which provides knowledge, skills, and abilities.

Date: October 2006
AsstChiefDep036_041_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Assistant Chief Deputy Position Number: 036
Department: Clerk of Circuit Court Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift		✓					✓		
Push/Pull		✓					✓		
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit					✓				✓
Walk									
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			