

DEPUTY CLERK I
Pulaski County

Department: Circuit Court Clerk's Office

Supervision Exercised: None

Supervision Received: Clerk of Circuit Court

Work is performed with general instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full-Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, Current Driver's License, & Driving Record Required.

Alternate Essential OR Essential Employee: No

Residency Requirements: Not required.

Work Hours: Monday thru Friday, 8:00 a.m. until 5:00 p.m.

Benefits Eligible: Yes

Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS:

Performs essential clerical and administrative functions of the Circuit Court Clerk's Office, including receiving, reviewing, filing, indexing, scanning, and maintaining court and public records; entering and updating information in court and records management systems; processing payments, fees, licenses, permits, and related transactions; assisting with civil, criminal, land record, probate, and other assigned Clerk's Office functions; preparing and retrieving files, certified copies, notices, and other legal documents; and providing procedural information and professional customer service to the public, attorneys, law enforcement, court personnel, and other agencies. Maintains confidentiality and accuracy of official records, safeguards sensitive information, and performs assigned duties in accordance with applicable laws, court procedures, and established office practices. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

RESPONSIBILITIES:

- Performs a variety of clerical, administrative, and customer service duties associated with the operation of the Circuit Court Clerk's Office
- Receives, reviews, files, indexes, scans, and maintains court documents, legal records, correspondence, and other official records in accordance with established procedures and applicable laws
- Assists with the processing and maintenance of civil and criminal case files, including entering case information, updating records, filing pleadings and orders, and preparing records for court proceedings
- Provides assistance to attorneys, law enforcement personnel, other governmental agencies, and members of the public regarding court records, filing procedures, fees, forms, and general Clerk's Office procedures
- Receives and processes payments for court costs, fines, fees, licenses, permits, copies, and other transactions; issues receipts and performs routine cash-handling and reconciliation duties
- Assists with the recording, indexing, scanning, and retrieval of deeds, deeds of trust, plats, judgments, financing statements, and other documents maintained within the land records system
- Assists with probate and estate-related transactions, including the receipt and maintenance of wills, inventories, accountings, and other estate documents, as assigned and within the authority of the position
- Assists with the issuance and processing of marriage licenses, concealed handgun permits, notary-related documents, and other licenses, permits, and applications administered through the Clerk's Office
- Prepares certified and uncertified copies of court and public records and verifies records for accuracy prior to release
- Performs data entry and maintains information in applicable Virginia court case management, records management, financial, and document imaging systems
- Prepares court files, dockets, reports, notices, correspondence, and other documents as assigned
- Assists judges, attorneys, courtroom personnel, and other staff with the retrieval and processing of records and documentation necessary for court proceedings
- Reviews documents for completeness, appropriate signatures, required fees, and compliance with established filing requirements before accepting or processing documents
- Maintains the confidentiality and security of records containing confidential, sealed, restricted, or personally identifiable information
- Responds to telephone, electronic, written, and in-person inquiries and directs individuals to appropriate resources when requests are outside the authority of the Clerk's Office
- Maintains organized and accurate paper and electronic records in accordance with applicable records-retention requirements
- Performs routine office duties including scanning, copying, mailing, filing, correspondence preparation, and records retrieval
- Provides backup assistance in other functional areas of the Clerk's Office as trained and assigned

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- Participates in training necessary to remain knowledgeable regarding court procedures, records-management practices, technology, and changes in applicable laws and regulations

KNOWLEDGE, SKILLS & ABILITIES

Knowledge

- Knowledge of general office practices, records management, filing, and document processing
- Basic knowledge of court procedures, legal terminology, and Clerk's Office functions, or ability to acquire such knowledge
- Knowledge of confidentiality requirements and proper handling of sensitive and restricted records
- Basic knowledge of cash-handling and financial transaction procedures

Skills

- Skill in accurate data entry, recordkeeping, document review, and file maintenance
- Skill in operating standard office equipment and computer-based case, records, and financial systems
- Skill in providing professional customer service in person, by telephone, and electronically
- Skill in organizing work, managing multiple tasks, and meeting deadlines

Abilities

- Ability to read, understand, and follow laws, regulations, court procedures, and established office practices
- Ability to maintain accuracy and attention to detail when processing legal documents and financial transactions
- Ability to communicate clearly and professionally with the public, attorneys, law enforcement, court personnel, and coworkers
- Ability to maintain confidentiality, exercise sound judgment, and recognize matters requiring referral to supervisory staff
- Ability to work independently and cooperatively while adapting to changing priorities and assignments

ADA REQUIREMENTS:

The employee must be able to sit, stand, walk, bend, stoop, reach, and use hands and fingers to operate a computer, keyboard, office equipment, and handle files and documents; communicate effectively in person, by telephone, and electronically; read and review written and electronic records; retrieve, organize, and maintain files and records; and occasionally lift, carry, push, or pull files, record books, office supplies, and similar materials. The employee must be able to perform detailed clerical work requiring accuracy and sustained attention and safely perform the essential duties of the position with or without reasonable accommodation.

EDUCATION AND EXPERIENCE:

- High school Diploma or GED preferred
- Associate's Degree in Business, Legal Assistant/Paralegal, or equivalent in education and/or experience preferred
- Previous clerical, administrative, customer service, or records-related experience preferred. Experience in a court, legal, government, or public-service environment is desirable but not required. Equivalent combinations of education and experience may be considered.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understand and consistently implement all Circuit Court Clerk's Office policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Participates in conferences, workshops, webinars, and other professional development opportunities to maintain current knowledge of industry best practices, and regulatory requirements
- Successfully completes any required job-specific training as assigned
- Completes and maintains all mandatory safety, compliance, and regulatory training in accordance with County policy and applicable federal, state, and local requirements
- Participates in staff meetings, training sessions, and collaborative discussions to identify opportunities for improving departmental operations, efficiency, and customer service
- Demonstrates a commitment to continuous professional development by acquiring new knowledge, skills, and certifications applicable to the position

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or Clerk of Circuit Court. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date