

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1113

TITLE: DEPUTY COUNTY CLERK

GRADE: S-33

DEFINITION:

Under direction, to plan, direct, and supervise the administrative and clerical activities of the Office of County Clerk (Circuit Court and Records); and to do related work as required.

ILLUSTRATIVE DUTIES:

Develops procedures and routines for the recording of deeds and other court related documents;
Meets with the public to explain the functions and policies of the Circuit Court and Records;
Instructs employees in office procedures;
Advises subordinates on difficult clerical problems and makes decisions for them when unusual problems are encountered;
Supervises the preparation of replies to inquires from the public;
Signs checks and legal transactions, applying the Code of the Commonwealth;
Acts for the County Clerk during his/her absence from the office.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the laws, regulations, procedures governing the operation of the county clerk's office;
Knowledge of the modern practices of office management;
Ability to plan and supervise the work of others;
Ability to use good judgment in the handling of employee problems;
Ability to coordinate the activities of the agency with other county functions.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:
Graduation from high school and seven years of supervisory experience in general office work with emphasis on the planning and directing of the work of a sizable clerical staff. Specialized experience in the work of a county or city clerk's office would be desirable, as would completion of related college courses.

REGRADED:

November 20, 2003