

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2112

TITLE: COURT CLERK I

GRADE: S-13

DEFINITION:

Under close and instructional supervision, performs increasingly responsible administrative tasks pertaining to courtroom proceedings or increasingly responsible specialized technical administrative duties requiring independent judgment and decision-making skills; or under general supervision, performs specialized court-related clerical tasks in areas such as service of process and jury management; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

In one capacity, this class serves to enhance career mobility within the Circuit Court, where the vast majority of positions allocated to the Court Clerk series are assigned. Within the courtroom and in the fiduciary section, which are considered the most diverse and difficult clerical/administrative support assignments within the Circuit Court, the Court Clerk I class serves as the entry, trainee level, and the Court Clerk II as the full performance, journey level. In another capacity, Court Clerk I positions outside the courtroom but not in the Fiduciary section, perform journey level, court-related clerical work characterized by the exercise of considerable independent action and initiative in the support of complex legal activities such as jury management and service of process.

ILLUSTRATIVE DUTIES:

In all areas:

Maintains up-to-date knowledge of the Code of Virginia relating to court or other legal procedures as appropriate for assigned area;
Responds to inquiries from the public, attorneys and judges concerning court and legal procedures;
Enters court-related data into and retrieves data from a computer system;
Ensures the accuracy of legal or court-related documents and prepares special affidavits.

Judicial Section - Circuit Court

Under close and instructional supervision:
Assists a Circuit Court judge in the courtroom;
Attends court on a daily basis;
Oversees court proceedings to ensure proper procedures are followed;
Swears in jurors, witnesses, and others;
Ensures that all admitted evidence is received by jurors;
Serves as liaison between a judge and attorneys or the public;
Disseminates case information to appropriate criminal justice agencies;
Prepares and processes warrants of arrest and rules to show cause, as ordered by a judge;
Arranges court hearings, as ordered by a judge;
Prepares orders in criminal cases to reflect a judge's decision;
Assists the division manager with a variety of related duties and special projects;

Fiduciary Section

Under close and instructional supervision:

Evaluates wills presented for probate by ensuring that wills satisfy pre-requisites contained in Virginia Code and legal precedent;

Evaluates the qualifications of persons presenting themselves as executors, administrators and curators to administer and distribute the estates of decedents in accordance with Virginia Code;

Explains fiduciary responsibilities to persons appointed as representatives of estates;

Prepares orders admitting wills to probate and appointing executors, administrators and curators of estates;

Prepares and arranges surety for fiduciary bonds, commissioners of sale bonds, and certain infant settlements;

Calculates the probate tax and fees due from the fiduciary;

Arranges for disinterested attorneys to serve as Guardian Ad Litem to advocate for and represent the interests of minors and incompetent persons in the probate process;

Explains fiduciary rules of the Code of Virginia for the general public and attorneys;

Creates, assembles and maintains fiduciary files;

Performs various clerical and administrative duties in support of the probate/fiduciary function.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of applicable court procedures, legal processes, terminology, and statutes;

Ability to communicate effectively, both orally and in writing;

Ability to enter and retrieve data from a computer terminal and/or word processor;

Ability to interact effectively with persons in sensitive and emotional situations.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

High school graduation or a G.E.D. issued by a state department of education; PLUS

Three years of experience in responsible clerical work, including some experience in court work or in a law office.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: December 19, 1995

REVISED: November 13, 1986

REVISED: January 14, 1986