



Legal Information Clerk #00108

City of Virginia Beach – Job Description

Date of Last Revision: 06-07-2023

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 15

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform a variety of tasks in support of legal office activities which typically involve the entry, maintenance and retrieval of information.

Representative Work Functions and Responsibilities

Search computer data bases such as PISTOL, VCIN, NCIC for criminal histories to provide background information for state court and federal trials; and conduct criminal record searches on defendants analyzing entire record for charges, dispositions, and jurisdictions for use in bifurcated trial procedures.

Enter all new criminal and civil data information into automated case management system to provide staff with index and management data; and enter, update and maintain computer archive database.

Process subpoenas.

Provide back-up assistance for General District Court, Juvenile and Domestic Relations Court, and Circuit Court Docket Clerks.

Provide back-up assistance for Grand Jury.

Coordinate misdemeanor appeals in the absence of the docket clerk.

Handle the responsibilities at the front desk while relieving receptionist.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Accurately and effectively perform responsibilities in an efficient, timely manner; and communicate in a clear and courteous manner.

Minimum Qualifications

High school or GED plus three (3) years' experience in fields providing the required knowledge, skills, and abilities, such as database management, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of Criminal Justice System
2. Knowledge of micro computers, city, state and national computerized network.
3. Knowledge of the Virginia Criminal Code, both city and state relating to type and class of offense.
4. Knowledge of methods utilized in searching computerized databases.

B. Skills

1. Skill in typing a minimum rate of 40 words per minute.
2. Skill in operating office equipment including personal computer, printer, calculator, fax machine, and copier.
3. Skill in reading computer printouts.

C. Abilities

1. Ability to understand and follow complex instructions.
2. Ability to prepare basic statistical reports.
3. Ability to work well under pressure and meet deadlines.
4. Ability to work independently.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to establish and maintain effective working relationships.
7. Ability to sit and operate a computer terminal for up to six (6) hours a day.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.