

# CLERK'S CHECKLIST

## CLERK'S CAREER DEVELOPMENT PROGRAM

### Eligibility for Program Enrollment

- Job Service Requirement – At least two (2) years of service as Clerk.** See below Financial Management requirement of two consecutive audits within the Clerk's term of office.

### Requirements for Initial & Continuing Certification in the Program

- Adopt a Career Development Plan for the Clerk** –The Clerk can adopt the VCCA Career Development Program, or an individual program.
- Training for Initial Certification** - The Clerk must achieve and maintain the designation of "Certified Court Manager" from the National Center for State Courts, and complete eight (8) contact hours of instruction in employment law.
- Annual Training after Initial Certification** - The Clerk must complete a minimum of fifteen (15) accredited contact hours of instruction in the specific duties and responsibilities of a Virginia Circuit Court Clerk.
- Staff Development and Training** - The Clerk shall annually certify that his/her staff has completed the required minimum number of contact hours of instruction in the specific duties and responsibilities of an employee of the Circuit Court Clerk.
- Written Administrative Policies** - The Clerk must develop and implement written policies addressing the following topics:
  - leave and attendance
  - equal opportunity
  - sexual harassment recruitment and selection
  - employee disciplinary procedures (excluding grievance procedures, if Clerk has opted out)
  - freedom of information
- Human Resource Management** - The Clerk must have job descriptions for each employee and certify that performance evaluations have been completed and reviewed annually with each employee.
- Deputy Career Development** - The Clerk must adopt the Compensation Board's minimum Criteria for Deputy Clerk career development plans. The Clerk can adopt the VCCA Career Development Program, or an individual program.
- Financial Management** - The Clerk must certify to the Compensation Board that:
  - The most recent audit by the Auditor of Public Accounts or of a CPA firm engaged to complete the fiscal year audit of the locality's Circuit Court Clerk pursuant to §15.2-2511 of the Code of Virginia reported no findings of material weakness under direction of the Clerk during the Clerk's term of office or internal control shortcomings in the prior year's report during the Clerk's term of office that are repeated in the current audit report. **The Clerk must have two consecutive audits with both audits being completely within the Clerk's term of office.**

- The Clerk by written statement adopts the financial policies and procedures published in the SCV Users Guide. However, if the Clerk chooses to deviate from the SCV Financial System’s User Guide’s policies and procedures, the clerk shall maintain documentation of his alternative process which displays adequate internal controls and a staff training plan on the alternative procedures as well as methods to keep the process and staff training updated as systems, statues and alternative processes evolve.
- **Customer Service Policy** - The Clerk must have a written Customer Service Policy that addresses customer expectations and the Clerk’s method of meeting those expectations.
- **Performance Standards** – The Clerk must adopt the five major practice manuals published by the Virginia Court Clerks’ Association and the Office of the Executive Secretary of the Supreme Court of Virginia, or maintain documentation of alternative protocols having adequate internal controls acceptable to the State Auditor, and shall maintain a staff training plan on the alternative procedures with methods to keep the procedures and staff training updated.
- **Remote Access to Land Records** - The Clerk shall provide secure remote access to land records.
- **Submit Certification of Compliance** – The Clerk shall submit a CB Form CDP-30C certification as part of the annual budget request to the Compensation Board by February 1 of each year.
- **Audit of Clerk’s Program Records** – The Clerk should expect and be prepared for audit by the Compensation Board Audit Committee of all career development documents and records established by the Clerk to meet annual career development certification requirements.
- **VCCA Career Development Program** – If the Clerk elects to participate in the VCCA Career Development Program, he/she must pay the required entry fee and annual assessment to qualify for program benefits:
  - Achieving and maintain the designation of “Master Circuit Court Clerk”.
  - Discounts for VCCA-sponsored career development education.

## REFERENCES

Refer to information and hyperlinks to documents in the Career Development section of the VCCA Website [www.vaclerks.org](http://www.vaclerks.org).