

## **CLERK'S CHECKLIST FOR DEPUTY CLERKS DEPUTY CLERKS CAREER DEVELOPMENT PROGRAM**

### **The Clerk's Responsibilities**

- Adopt a Career Development Plan for the Deputy Clerk** –The Clerk must establish in writing a Career Development Program (CDP) for Deputy Clerks which adopts the Compensation Board's "*Minimum Criteria for Deputy Clerks of the Circuit Court*". A Model Career Development Plan is provided in **Appendix B** of the CB document. The Clerk may adopt the **VCCA Career Development Program**, or an individual program.
- Employee Evaluation** – The Clerk's Office must have a written employee evaluation plan currently in effect that meets the minimum criteria established by the Compensation Board. Refer to **Appendix C** of the CB document.
- Selection of Deputy for the Program** - The Clerk makes the final decision regarding selection. Selection is based upon individual accomplishments and maintenance of specific criteria prescribed in the CB document.
- Certification of Compliance** – The Clerk must certify that the deputy has maintained "Career Deputy" status each year. The certification of each deputy to "Career Deputy" must be requested through the COIN system during the annual budget submission every year on an ongoing basis.
- Audit of Deputy 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. Refer to **Appendix D** of the CB document.
- Procedure for Removal from the Program** - The CDP must include criteria for the removal of deputies from the CDP who do not maintain prescribed minimum standards of this program and any additional standards as set by the Clerk, including disciplinary issues.
- VCCA Career Development Program** – If the Clerk elects to enroll the Deputy Clerk in the VCCA Career Development Program, the required entry fee and annual assessment to qualify for program benefits must be paid to maintain the following:
  - Achieving and maintain the designation of "Master Deputy Circuit Court Clerk".
  - Discounts for VCCA-sponsored career development education.

### **Eligibility for Program Enrollment for Deputy Clerk**

- All full-time employees of the Clerk are eligible for enrollment in the VCCA Career Development Program. Only Compensation Board approved full-time positions are eligible for Career Development Program salary supplementation.

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

- Job Service Requirement** - The minimum length of service necessary to be considered for selection is three (3) years as a Deputy Clerk or comparable service in the office in which appointment is sought.
- Job Performance Review** –

- The two most recent performance reviews must have been above average as determined by the Clerk.
- The deputy shall not be considered for selection if any job performance objective in the two most recent rating periods has been noted below average or below satisfactory performance.
- The deputy shall have no more serious disciplinary action than one written reprimand from the Clerk within the two years immediately preceding application for selection.
- **Training for Initial Certification** - The Deputy Clerk must complete 60 hours of accredited contact hours of instruction in the specific duties and responsibilities of a Virginia Deputy Circuit Court Clerk.
- **Annual Training after Initial Certification** - The Deputy Clerk must complete a minimum of ten (10) accredited contact hours of instruction in the specific duties and responsibilities of a Virginia Circuit Court Deputy Clerk.

## REFERENCES

Compensation Board Deputy Clerks of the Circuit Career Development Program:  
<http://www.scb.virginia.gov/reports.cfm> .

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