

## Join the General District Court Team:



General District Courts offer interesting and challenging public service positions. You will:

- Provide friendly, courteous, accurate, and efficient customer service at the counter and on the phone.
- Accept and receipt payments; prepare deposits.
- Process court documents; motions, appeals, and bonds.
- Enter and update case information in the Case Management System.
- Some positions include courtroom duties and issuance of court orders (bench warrants, restricted operator's license).
- File court documents in a timely manner.
- Work in an intensive team setting.

Fairfax County  
General District Court  
4110 Chain Bridge Road  
Fairfax, Virginia 22030  
703-246-4035

TTY for all offices: 711  
[www.fairfaxcounty.gov/general\\_district](http://www.fairfaxcounty.gov/general_district)

## Excellent Benefits Package:

**Annual Leave and Paid Holidays:** A full-time employee earns 4 hours of annual leave bi-monthly, per pay period. This equates to 12 days of annual leave per year. District court employees also receive approximately 12 paid holidays per year. Part-time employee benefits are prorated.

**Sick and Personal Leave:** District Court employees receive an annual allotment of sick leave and personal days based on years of service.

**Health Insurance:** Employees can choose a PPO or an HMO health insurance plan. The state pays for the majority of its employees' health insurance coverage.

**Retirement and Life Insurance:** Court employees are automatically enrolled in the Virginia Retirement System (VRS) and contribute 5 percent of their compensation each month through a pre-tax salary reduction. Employees are covered from the first day of employment in the VRS Group Life Insurance Program with a value of 2 times their annual compensation.

**457 Deferred Compensation Plan and Virginia Cash Match Plan:** All new hires are automatically enrolled.

**Short- and Long-Term Care Insurance:** Employees are eligible to receive some income protection benefits after a year of employment.

**Apply Online:** The Judicial System has adopted an online application process through Virginia's Recruitment Management System (RMS). Vacancies are posted online Fridays after 4:00 PM at [www.vacourts.gov](http://www.vacourts.gov).

**EOE**—The Fairfax County General District Court is an Equal Opportunity Employer.

# Consider a Career with The Commonwealth of Virginia's Fairfax County General District Court



[www.vacourts.gov](http://www.vacourts.gov)

Updated: January 2021

## What Is Our Mission?

The mission of the General District Court is to provide an independent, accessible, responsive forum for the just resolution of disputes in order to preserve the rule of law and to protect all rights and liberties guaranteed by the United States and Virginia Constitution.

## Who Are We?

The Fairfax County General District Court is a court of limited jurisdiction and is located in Virginia's 19th Judicial District. District Courts are the lower level courts in Virginia's justice system. The Fairfax County General District Court is a judicial branch agency funded by the State. **Most of our employee salaries are payable by the Commonwealth of Virginia. The County currently provides a salary supplement to eligible Commonwealth of Virginia employees.**

Judges of the General District Court are elected by the Virginia General Assembly. The Chief Judge is responsible for all administrative matters and is assisted by other appointed judges. District Courts in Virginia operate under the administrative guidance of the Office of the Executive Secretary of the Supreme Court of Virginia and the Committee on District Courts, which determines the staff and salary needs of each court. The Clerks' offices are headed by the Clerk of Court, Eric Barr. As the chief administrative officer, the Clerk of Court has authority over financial performance and budgets, staffing, case management, and service to the public.

## What Do We DO?

The Fairfax County General District Court has three divisions: Civil/Small Claims, Criminal, and Traffic. Additional staff handle cases in the Towns of Vienna and Herndon, and we also have staff who work in court administration. The Court is served by a Court Services division, a County-funded agency, that delivers a wide range of services, including interpreters and court-appointed attorneys, supervised released program, and probation.

The General District Court handles charges against adults only, defined as those who have reached their 18<sup>th</sup> birthday on or before the date of the offense. District courts do not conduct jury trials. All cases are heard by judges.

The Clerk's Office of each division sets court dates, issues summons and witness subpoenas, collects fines and costs, and assists the judges in the courtrooms. The Clerk's Office is responsible for docketing and preserving all court records.

## Civil Jurisdiction

The General District Court has exclusive jurisdiction in small claims (\$5,000 or less) and concurrent jurisdiction with the Circuit Court in civil cases involving \$4,500 up to \$25,000. Civil cases vary from suits for damages in automobile accidents to suits by creditors to receive payment on past due debts. Many cases also involve disputes between landlords and tenants.

## Criminal Jurisdiction

The General District Court decides all criminal offenses involving ordinances, laws, and by-laws of the county or city where it is located and all misdemeanors under state law. A misdemeanor is any charge with a penalty of no more than 12 months in jail and/or a fine of up to \$2,500. The General District Court holds preliminary hearings in felony cases. Any charge that is punishable by more than one year in jail is called a felony.

## Traffic Jurisdiction

The General District Court hears cases in which a person is charged with a traffic offense. Most traffic offenses are infractions, punishable by a fine of not more than \$250, unless otherwise stated in the Code of Virginia. If convicted of certain traffic violations, the Virginia DMV will assess points against the person's driver's license. This is in addition to any fines imposed by the judge. The Court also hears more serious traffic cases involving misdemeanors such as Driving Under the Influence, Reckless Driving, or Driving with a Suspended License.



**Location**—The Fairfax County General District Court is located in the Fairfax County Courthouse & Public Safety Center at **4110 Chain Bridge Road, Fairfax, Virginia 22030**. Public parking is available.