

Position Title: Deputy Clerk I

Location: Mecklenburg County Circuit Court,  
Boydton, VA

Job Summary - This position will deliver a high degree of customer service by providing information in person and by telephone. This position is assigned a wide range of technical responsibilities and includes processing and counter duties. Documents must be prepared with accuracy and in accordance with state and local policies.

Essential Duties & Responsibilities - Must be detail oriented, highly accurate and be able to multitask in a fast paced office. Will assume additional responsibilities as assigned by management. Must have a high degree of professionalism, tact and diplomacy when interacting with customers and co-workers whether in person or on the phone. This position requires an attentive and quick learner who performs clerical duties, such as typing, filing, receipting, and keying data into automated information systems; records, calculates taxes and fees for processing various legal transactions; and must deliver a high degree of customer service while assisting the public in an efficient, courteous, and timely manner with locating and photocopying various documents in books and on computer and by answering questions relating to information on file or requirements for various licenses and transactions.

Minimum Qualifications/Experience - Working knowledge of automated office practices, procedures, and office equipment, exceptional typing skills, extensive PC experience including proficiency with Word and Excel; demonstrated ability to interpret and follow oral and written rules, regulations, and instructions. Must be able to work independently as well as part of a team. Must work efficiently and effectively with co-workers and the public. Requires any combination of relevant experience and education equivalent to an associate degree and three years related office experience.

Job contingent upon successful criminal and credit background checks. The applicant must be able to lift books up to 25 pounds and bend to retrieve files at floor level. This job will also require long periods of sitting and standing.

Additional Information - Employment applications can be obtained from the Mecklenburg County Circuit Court Clerk's Office, 393 Washington Street, Boydton, Virginia 23917 between the hours of 8:30 AM and 5:00 PM or online at [www.mecklenburgva.com](http://www.mecklenburgva.com). Applications must be returned to Mecklenburg County Circuit Court, P.O. Box 530, Boydton, VA 23917 or [mgordon@courts.state.va.us](mailto:mgordon@courts.state.va.us). Please include email address on application. All applicants will be notified by email shortly after the filing deadline, if selected for interview. Any application received by email will receive confirmation of receipt. The deadline for filing an application is Friday, August 11, 2017 at 4:30PM.

Equal Opportunity Employer