

## General Office Clerk

\$19,309 / year + [Partial County Benefits](#); Part Time Other Position (28 hours / week)

The Clerk of Circuit Court seeks an individual to perform responsible public service clerical work maintaining and updating records and materials pertaining to the public and local organizations.

### Responsibilities:

- Act as first point of customer service to County staff, the public, attorneys, and law enforcement; respond to office related inquiries and route to appropriate parties.
- Handle, prepare, and maintain records and materials for processing and archival purposes; ensure quality of fragile, rare, and sensitive materials is preserved in correct manner.
- Assist with processing and preserving a variety of documents; record deeds, deeds of trust, certificates, and other documents in the recording department; process permits, licenses, certifications, assignments, and other official documents.

### Requirements:

- Any combination of education and experience equivalent to a high school diploma and some experience in administrative work, preferably in the public sector.
- Knowledge of the Circuit Court system and its operations; standard office terminology, procedures and techniques.
- Ability to operate and instruct others on the operation of a variety of office equipment; communicate effectively and tactfully with public, members of the legal profession, law enforcement agencies, and fellow workers; perform arithmetical computations; read and understand legal documents; follow oral and written instructions; and, maintain confidentiality of information handled within the office.

**Accepting applications until 11:59pm EST on 02/08/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**