

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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PHONE: 540.394-2007

DEPUTY COURT CLERK
COUNTY OF MONTGOMERY
OFFICE OF THE CLERK OF CIRCUIT COURT
#250103-1

Clerk of Circuit Court currently seeks Deputy Court Clerk. As a full-time sworn position, the Deputy Court Clerk will: process legal documents; assist public with technical, legal and recording matters; process and issue marriage licenses, passports, notary commissions; administer oaths; record and index real estate transactions; prepare legal papers; courtroom support; set up criminal and civil court files; prepare cases for appeal; data entry into Case Management System; set up payment plans; collect and receipt fees collected by Court.

High school diploma or GED equivalent required; Associate's Degree in Business, Legal Assisting/Paralegal or equivalent combination of education and experience preferred. Preference given for demonstrated depth of knowledge of the court and legal system, knowledge and use of the Supreme Court case management system, land recording and indexing systems, receipting with Supreme Court FAS. Must have excellent verbal and written communication skills; experience in cashiering and accounting; general working knowledge of the terminology and procedures of the legal and Court system; understand generally accepted business office methods; proficiency with Windows/MS Office; ability to establish and maintain effective working relationships with Court officials, associates and the general public; and to understand and follow oral and written instructions. Criminal history check, DMV, and Drug/Alcohol testing required.

Minimum salary \$29,543/yr. w/excellent benefits (paid health, dental and vision, life, disability, retirement, flex spending, wellness program). Interested candidates must apply by **Friday, March 13, 2020** to be considered. For more information or to apply online, go to: www.montgomerycountyva.gov/HR. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007. No phone calls, applications or inquiries will be accepted at the Clerk's Office.

Montgomery County, VA is an Equal Opportunity Employer, dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.