



CHIEF DEPUTY COURT CLERK

COUNTY OF MONTGOMERY - OFFICE OF THE CLERK OF CIRCUIT COURT
#250107-1

Clerk of Circuit Court currently seeks Chief Deputy Court Clerk. As a managerial position of considerable responsibility, essential duties include, but are not limited to: assisting Clerk with preparing state and County Clerk budgets; monitoring spending, bookkeeping, and fiscal accountability of the court system; balancing bank statements and posting interest; learning and interpreting technical manuals, state codes, and similar instruments; staying abreast of legislative changes to ensure compliance; providing support and supervision to employees and training on fiscal operations; and providing support for the court system. Candidates should have a demonstrable knowledge of the duties of the Office of the Clerk of Circuit Court.

Associate degree in Accounting, Business, Finance, or related field and prior supervisory experience required; prior experience working in a court clerk's office preferred. Successful candidate will handle stressful situations effectively with diplomacy and professionalism, have demonstrable organization and communication skills (oral and written), and be able to establish and maintain effective professional working relationships with the judiciary, elected officials, department/agency heads, other agencies, co-workers, and the general public.

Minimum salary \$54,647/year + DOE/DOQ plus excellent benefits package (paid health, dental and vision, life, disability, retirement, flex spending, wellness program, wellness clinic and more) available. Qualified candidates should apply no later than **Wednesday, February 17, 2021** at: www.montgomerycountyva.gov/HR to be considered. To request an accommodation for disabilities, contact Human Resources at 540.394.2007. No phone calls, applications or inquiries will be accepted at the Clerk's Office. Criminal background, DMV screening and drug & alcohol testing required.

The Circuit Court Clerk and Montgomery County, VA are committed to the principles of diversity and, in that spirit, the Clerk seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are 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/identity/sexual orientation, national origin, disability or protected veteran status.

