



MONTGOMERY COUNTY VIRGINIA

EST. 1776

Deputy Court Clerk Supervisor

Clerk of Circuit Court Office

#250102-2

Montgomery County Clerk of Circuit Court seeks qualified applicants for **Deputy Court Clerk Supervisor**. Position performs skilled technical and supervisory work including but not limited to: assisting with office management, financial controls and accounting operations; assisting with long range planning and work scheduling; supervising and assigning tasks to designated deputy clerks; calculating and assessing taxes and fees for criminal, civil, land records, and probate; working directly with judges, attorneys and the general public with a high level of skill, tact and professionalism. Successful candidate will have demonstrated fiduciary responsibility with public funds, bookkeeping/ accounting knowledge, ability to understand/interpret and convey complex sections of the Code of Virginia, demonstrated ability maintaining confidential and/or protected information, possess excellent verbal and written communication skills and demeanor with citizens, peers and other stakeholders, and exercise sound independent judgment with the highest ethics.

Associate Degree required in Business, Accounting, or related field and thorough knowledge of Circuit Court of Virginia procedures, *or* combination of education and applicable experience (e.g.; proficiency in Circuit Case flow, local government procedures, court databases, land record systems, civil and criminal case processing, and financial accounting software (including Microsoft and customary office systems/equipment). Preference given for previous Deputy Clerk and/or court supervisory experience. Must be able to work customary office hours 8 AM – 5 PM and additional hours as needed.

Minimum starting salary **\$40,778/yr** + DOE/DOQ, with excellent benefits (paid health and dental, retirement plan, paid holidays, and much more). Interested candidates should apply online at <http://www.montgomerycountyva.gov/hr> by **Thursday, March 11, 2021** to be considered. To request application assistance 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 and alcohol testing required.

The Circuit Court Clerk and Montgomery County, VA are committed to the principles of diversity and, in that spirit, 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/sexual orientation/gender/identity, national origin, disability or protected veteran status.

