

Hanover County Government
Circuit Court Clerk
Deputy Clerk (CD)
Salary: \$31,972.00 - \$52,569.00 Annually

General Description: This is a paraprofessional position. The incumbent performs routine tasks to provide skilled administrative support to judges and quasi-legal services to the public.

Organization: The Deputy Clerk is part of Hanover County's Career Development Program (CD). The Deputy Clerk Ladder has four levels ranging from Deputy Clerk I to Senior Deputy Clerk. Incumbents report to the Circuit Court Clerk, but often work in a manner approved by Circuit Court Judges. They supervise no staff. However, Senior Deputy Clerk may serve as workflow leaders to lower level Deputy Clerks.

Essential Functions: functions may vary depending on Career Development level

- Prepares, organizes, maintains the court's criminal and civil litigation files
- Drafts routine correspondence, memoranda, court orders and reports to state agencies
- Provides support to Circuit Court Judges, including during court proceedings
- Drafts criminal and civil orders, reviews pleadings, orders, notices of appeal and other correspondence and identifies applicable timelines
- Issues notices, subpoenas, capiases and writs, assists scheduling civil cases at bi-monthly docket call
- Maintains Circuit Case Management System, Financial Accounting System, Case Imaging System, and land records management system.
- Records real estate documents after collecting recording taxes, and adds the documents to the index to land records
- Probates wills, appoints executors or administrators, collects probate taxes, insures adequacy of fiduciary bonds
- Appoints guardians and conservators
- Performs other department specific functions as assigned such as records retention or conversion projects
- Dockets and releases judgments, files UCC statements, issues marriage licenses and concealed handgun permits, and qualifies ministers
- Coordinates work of jury commissioners, prepares master jury list, prepares jury summonses, excuses jurors from service
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None known
- B. Environment
 - Office
- C. Physical Effort
 - Occasional lifting of record books and court files up to twenty-five pounds
- D. Non-exempt

Knowledge, Skills and Abilities: Must be computer proficient and have a working knowledge of Microsoft Office. Ability to organize and prioritize to meet deadlines, required. Knowledge of the principles and practices of substantive and procedural law, preferred. Effective oral and written communication skills, required. Ability to establish and maintain effective working relationships with judges, attorneys, court personnel, County employees and public, required. Must be an accurate, fluent typist able to prepare documents and transfer data into digital files in a fast paced environment.

Education, Experience and Training: High school diploma or equivalent required, with preferred certification through the Compensation Board Deputy Clerk Career Development Program – OR – paralegal certification through NALA (Certified Legal Assistant/Certified Paralegal) or NFPA (Registered Paralegal) preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Higher levels on the Career Ladder require certifications and/or additional education up to a Bachelor's degree. Related experience desired as follows: 2 years @ level I, 3 years @ level II, 5 years @ level III, and 7 years @ the Senior level.

Special Conditions:

- Serves at the will of the Circuit Court Clerk
- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal work schedule

For more information or to apply for this position, please visit or career site at:

www.hanovercountyjobs.com