



MONTGOMERY COUNTY VIRGINIA

EST. 1776

Career Opportunity
DEPUTY COURT CLERK – PART TIME/TEMPORARY
OFFICE OF CLERK OF CIRCUIT COURT
Montgomery County, Virginia
(Hourly Wage)
#9092021-1

Clerk of Circuit Court seeks a part-time/temporary Deputy Court Clerk to aid the office and customers with services including: processing legal documents; assisting public with technical, legal and recording matters; processing/issuing marriage licenses, notary commissions; recording and indexing real estate transactions; preparing legal papers; scanning/indexing court documents; processing court files; data entry into Case Management System; setting up payment plans; collecting and receipting fees collected by the Court.

High school diploma or GED equivalent required; preference given for demonstrated knowledge of the court and legal system, knowledge and use of the Supreme Court case management system, recording documents, data entry, and indexing systems. Must have excellent verbal and written communication skills; experience in cashiering; general working knowledge of the terminology and procedures of the legal and Court system preferred; understand generally accepted business office methods; proficiency with Windows/MS Office. Criminal history check, DMV, and Drug/Alcohol testing required.

Minimum pay \$14.50/hour, approximately 28 hours per week. Interested candidates should apply online at www.montgomerycountyva.gov/HR by **Wednesday, September 22, 2021** to be considered. 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.

The Circuit Court Clerk and Montgomery County, VA are firmly committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. As an Equal Opportunity Employer, 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, national origin, disability or protected veteran status.

