



PRINCE GEORGE COUNTY, VIRGINIA
invites applications for the position of:

Deputy Court Clerk II

SALARY: \$34,782.00 - \$53,913.00 Annually

OPENING DATE: 11/17/21

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prince George County Circuit Court is currently seeking qualified candidates for the position of a Deputy Court Clerk II. This position is responsible processing legal documents, entering data, indexing records and documents, maintaining records and files, assisting the public and court officers and supervising the recording desk. May supervise other Deputy Clerks in the absence of the Chief Deputy Clerk.

QUALIFICATION REQUIREMENTS:

The successful candidate must possess general knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court. Will possess general knowledge of business English, spelling and arithmetic, as well as, the ability to operate standard office, word processing and data entry equipment. Qualified applicants will have general knowledge of office programs and policies, ability to establish and maintain effective working relationships with court officials, associates and the general public and the ability to understand and follow oral and written instructions.

SPECIAL REQUIREMENTS:

Applicant must possess a combination of education and experience equivalent to graduation from high school and considerable clerk's office experience.

ADDITIONAL INFORMATION:

Pre-employment drug testing and criminal background check, to include fingerprinting, required.

To apply online visit the website at www.princegeorgecountyva.gov. To be considered for this position, applicants must submit a County application, For additional information, please call (804) 722-8669. EOE

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.princegeorgecountyva.gov/>

Position #DCCII112021
DEPUTY COURT CLERK II
WJ

Prince George County
6602 Courts Drive
Prince George, VA 23875
804.722.8669

hr@princegeorgecountyva.gov

Deputy Court Clerk II Supplemental Questionnaire

- * 1. How many years of experience do you have working in the Virginia Circuit Court System?
 - None
 - Less than a year
 - 1 - 3 years
 - 4 - 6 years
 - More than 6 years
- * 2. Do you have any working experience with the Supreme Court of Virginia's FAS/CCMS system?
 - Yes
 - No
- * Required Question