



COUNTY OF KING WILLIAM, VIRGINIA
CIRCUIT COURT

JOB DESCRIPTION

Job Title:	Deputy Clerk I- Civil
Position Class:	Administrative
Pav Grade:	N10
Exempt Status:	Non-Exempt
Salary Range:	\$32,193-\$34,058

GENERAL DESCRIPTION:

The Deputy Clerk I Circuit Court position provides basic clerical support to the operations of the King William County Clerk of Circuit Court on a full-time basis. Work is performed with a limited degree of latitude for independent judgement and action. The position reports to and works under the direction of the Clerk of Circuit Court.

ESSENTIAL FUNCTIONS:

- Clerical skills, computer literacy, customer service abilities, organize and prioritize work, and work effectively with other office staff and the public.
- Attends civil hearings and trials; memorializing what occurred in the hearings and trials.
- Update the Circuit Case Management System.
- Ensure excellent customer service and interact tactfully with public and outside agencies.
- Assist members of the public or outside agencies in person, by telephone, by mail or e-mail.
- Direct customers to the appropriate party, department, outside agency or other resource, answer questions and provide information within specific guidelines; provide forms, applications and other materials to the public; and/or, route request to appropriate staff.
- Perform a variety of responsible clerical support duties including preparing, typing, copying, collating, filing, and various Court documents, forms, reports, records, and other materials in department and/or central files.
- Maintain and update computer information; assist court personnel in locating files and documents as necessary

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED required.

PREFERRED TRAINING AND EXPERIENCE:

- Associate degree or higher education preferred.
- Experience in working within a legal office environment and/or with land records preferred.

OTHER POSITION REQUIREMENTS:

- Must possess and maintain valid Virginia driver's license.

****Potential candidates will be required to complete drug testing, driving and background checks.**

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.

Apply at <https://kingwilliamcounty.us/228/Human-Resources>