



GLOUCESTER COUNTY
invites applications for the position of:

Deputy II Circuit Court (Recorder)

HOURLY: \$17.49

OPENING DATE: 7/14/2022

CLOSING DATE: Open Until Filled

Description:

Under general supervision, performs a variety of complex records management, administrative and fiscal related work in the Circuit Court Clerk's office. Employee is deputized to administer oaths and conduct routine transactions on behalf of, or in lieu of, the Clerk. Employee independently performs complex duties requiring sound judgment, initiative, and attention to detail. Employee must also exhibit tact and courtesy in frequent interactions with citizens, state and local officials, and staff members. Reports to higher level Deputy Clerk or Chief Deputy.

Required Knowledge, Skills, and Abilities:

General knowledge of records management and the fundamental principles of the clerk's office and of the Supreme Court automated information systems case management, financial management, and records indexing programs.

General knowledge of standard office procedures and terminology used within the department.

Ability to analyze and record information, calculate fees, and balance figures and verify documents and forms for accuracy and completeness.

Ability to prepare reports, records and forms, using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Qualifications:

High school diploma or equivalent, supplemented by secondary coursework in business administration, legal studies or related field.

Three (3) to five (5) years of directly related clerical or administrative experience, preferably in a clerk's office.

Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Experience with case management, financial management, and records management programs of the Virginia Supreme Court's automated information system is highly desired.

Special Requirements:

To be considered for this position, your online application must include your resume, and three (3) professional references.

Professional references are individuals who can attest to your job related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer & Drug Free Workplace