



Albemarle County Local Government

[Deputy Clerk I](#)

Deputy Clerk I

Clerk of the Circuit Court

Full-Time, 12 months

Non-Exempt, Paygrade 06

VRS-Eligible, Benefits-Eligible

The Deputy Clerk I

Performs a wide variety of specialized and/or difficult clerical and secretarial duties. Work requires extensive knowledge of the Circuit Court Clerk's Office policies, procedures, and services and ability to communicate these to others. Tasks may require the ability to plan and carry out assignments. Work often involves providing assistance to temporary help. Work is performed under regular supervision.

DEADLINE FOR APPLICATIONS: Position open until Friday, August 19, 2022, 5:00 pm EST.

PROCESS: For consideration, please apply at <https://albemarleva.tedk12.com/hire/index.aspx>

EOE/EEO

Albemarle County is an equal employment opportunity employer and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regard to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.

[Apply today!](#)