



# MONTGOMERY COUNTY VIRGINIA EST. 1776

## DEPUTY COURT CLERK - PART TIME/TEMPORARY

COUNTY OF MONTGOMERY

OFFICE OF THE CLERK OF CIRCUIT COURT

#10282022-1

Clerk of Circuit Court Clerk 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; administering oaths; recording and indexing real estate transactions; preparing legal papers; courtroom support; setting up criminal and civil court files; preparing cases for appeal; data entry into Case Management System; setting up payment plans; collecting and receipting fees collected by Court, and similar duties.

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 salary \$17.44/hour, 28 hours per week. Interested candidates should apply online at [www.montgomerycountyva.gov/HR](http://www.montgomerycountyva.gov/HR) position **open until filled**. 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.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, 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.

