

Deputy Clerk I

Clerk of the Circuit Court

Full-Time

Non-Exempt, Pay Grade 06

VRS-Eligible, Benefits-Eligible

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.

ESSENTIAL FUNCTIONS:

This position involves work within the courthouse and courtroom with frequent contact with the Judge and the public in a formal courtroom setting. Applicant must be able to speak and read in a public setting as this deputy clerk will have active duties in the courtroom assisting the judge and the litigants, including the administration of oaths to jurors and witnesses. The deputy clerk in this position will be required to work overtime on reasonably regular basis as court cases can often run into the early evening

- Collects information; Responsible for a variety of routine administrative assignments;
- Prepares, processes, prints and distributes a variety of court documents (e.g. orders, reports, summons, forms); some material may be of a confidential nature;
- May docket judgments, perform oaths of office, arraign defendants and issue garnishments;
- Tracks exhibits and court cases in the courtroom;
- Answers routine correspondence for supervisor;
- May code invoices, collect and process monies for items including fees, fines, costs, restitution, and taxes, and process expense forms for payment;
- May reconcile daily receipts and prepare daily financial reports;
- Receives and reviews documents for filing and recording sufficiency;
- May collect and record information such as deeds, marriage licenses, and other legal documents; Maintains database and keeps information current and accurate;
- Schedules meetings and appointments and administers calendar;
- Meets/greets/screens customers/visitors; Gathers and researches basic information to answer questions and provide information;
- May have responsibility for tracking attendance and processing payroll-related documents;
- Establishes and maintains files;
- Operates a variety of office machines; May maintain inventory of materials, supplies and/or equipment; May serve as first contact for office equipment maintenance;
- Answers unit/department phones, takes messages and provides responses;
- Receives, opens, and sorts mail; Receives, signs for and distributes packages; Assists with bulk mailings;
- Provides back-up for department administrative staff; Provides assistance as required to senior-level administrative staff;
- May serve on special and/or regular teams and committees;
- Infrequently supervises the work of others; Responsibility may include providing occasional direction to temporary staff;
- Does related work as required

Education and Experience

Minimum of a high school education. Prior work in a Circuit Court, General District Court, or Juvenile & Domestic Relations Court Clerk's Office is preferred. Experience with court-related computer information system applications preferred.

Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment and clerical techniques; Some knowledge of courtroom procedures, operations of the Clerk of the Circuit Court Office, departmental procedures, guidelines; Some knowledge of Federal, State, and local laws applicable to the operation of the Clerk; Ability to comprehend applicable Virginia Code sections and laws; Ability to comprehend common legal procedures, terminology, and instruments; Ability to make difficult arithmetic calculations, set up complex forms and statistical tables; Ability to type and transcribe accurately; Knowledge of business and legal English and spelling; Ability to establish and maintain effective working relationships with officials, judges, attorneys, other agencies, and general public; Skill in providing customer service; oral and written communication skills; Basic to Intermediate level proficiency in office-related software (e.g. Microsoft Office); Intermediate level proficiency in Circuit Court specific databases (e.g. Case Imaging System, Circuit Case Management System); Office equipment used includes computer, copier, postage meter, fax, printer, multiple-line phone, paper folder, laminator, projector, and scanner.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Regular contacts are made with individuals from other internal departments, outside organizations, and/or the general public for purposes of exchanging information which may require some judgment or interpretation. Communication is usually cooperative in nature, with infrequent conflicts resolved by higher authority. Conducts work in a sitting position; however, job requires frequent standing, walking, bending, stooping and light lifting. Requires frequent operation of a variety of office machines.

THE SALARY RANGE

The hiring range for this position is \$16.17 – \$19.97 per hour (approx. \$33,644 - \$41,550 per year). Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA non-exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

DEADLINE FOR APPLICATIONS: Position open until Friday, December 2, 2022.

PROCESS: For consideration, please submit a resume and cover letter when applying for this role.

Virginia Values Veterans

Albemarle County is a V3 certified organization.

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 regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.