

Shenandoah County

Deputy Clerk I

Job Summary

The Deputy Clerk I is responsible for intermediate work relating to land records; accepts fees, files documents and issues and records certain licenses and certificates. Work is performed under the supervision of the Clerk of the Circuit Court.

Essential Job Functions

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.

- Land Records-accepts, verifies fees, records, indexes all documents presented for recordation in land records.
- Civil Division – accepts, verifies fees, and files new law/chancery/miscellaneous actions. Includes issuing services, entering pleadings/orders and processing law/chancery/miscellaneous orders. Updates and maintains civil/criminal/miscellaneous indexes.
- Criminal Division: Enter, scan, prepare criminal case files/paperwork; attend sessions of criminal court; prepare, scan and process case files/paperwork/Court Orders after each court date; prepare & distribute criminal dockets; enter case information in Circuit Court Case Management System.
- General Office Tasks- including, but not limited to, issuing Marriage Licenses; recording DD-214's (military records); preparing and administering Oaths of Office; assisting General Public; answering phone; composing correspondence to attorneys, fiduciaries, and the general public, to clarify requirements for certain legal transactions or to interpret points of law.

Education and Experience

Minimal experience in a related field; or equivalent combination of education with accounting or bookkeeping classes and experience.

Licenses or Certifications

None.

The salary for this FLSA non-exempt position is **\$39,233.00**, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at www.shenandoahcountyva.us/administration/employment/, or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to jobs@shenandoahcountyva.us.

This position is open until filled with a first review date of May 28, 2024.

To view a complete job description, please [Click Here](#)

To complete an Application, please [Click Here](#)

Shenandoah County is an Equal Opportunity Employer