

Madison County, Virginia
Application Instructions for Deputy Clerk I
April 7, 2025

Madison County Circuit Court is accepting applications for a Full-Time Deputy Clerk I. Information on Madison County, the position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. This position will require someone with a friendly, courteous attitude to work in a fast-paced public service-oriented environment. High School diploma or equivalent required. Qualifications for position include experience with the court/criminal justice system, general office duties, should be detailed oriented with multitasking skills and possess excellent verbal and written communications skills. Specific duties may include, but are not limited to, scanning and indexing all filings of court cases, providing assistance to the public, answering the telephone, entering data into the Case Management Systems, processing payments, filings, recording of land records, judgments, issuing marriage license, helping with the mail. Experience in handling money is a must. May require some travel for training. Some lifting will be required. Applications will be received until position is filled. EOE

Following is supplementary information on the position and application instructions for all interested individuals:

Full-time employees are eligible for VRS Retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County website. Part-time positions are not eligible for these benefits. The hiring rate will depend upon the qualifications of the individual selected.

Applicants are to complete a Madison County employment application form and return it to Madison County Circuit Court, P.O. Box 220, Madison, VA 22727 or apply online www.madisonco.virginia.gov, applicants can also obtain an application at the Clerk's Office during normal business hours. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applications must be able to pass a drug screening and criminal background investigation.



Deputy Court Clerk I

Department:	Location:	Job Type:	FLSA Status:	Pay Grade:
Clerk of Circuit Court	1 Main St.	Full-Time	Non-Exempt	9

General Definition of Work:

Performs intermediate administrative support work processing a variety of records and documents, entering data, indexing records and documents, maintaining records and files, assisting the public, and related work as apparent or assigned. Work is performed under the limited supervision of the Clerk of the Court.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

- Greets visitors, answers telephone; responds to general inquiries or directs to proper area for disposition in a polite and courteous manner.
- Serves as courier for County business involving general business, banking, package, and postal pickup and drop off.
- Receives, receipts, processes incoming and outgoing mail, including helping with E-Recordings once familiar with in-person and mail recordings
- Prepares and maintains various files and records; produces reports. Scan/Merger Pleadings and Order on Criminal files. Make copies of Estate Packets, Prepare Marriage packets.
- Receives, collects, enters, indexes, and prepares data for various applications, licenses, permits, records, and reports; reviews and proofs data for accuracy, completeness, and conformance to established standards.
- Receives, receipts, and accounts for various fees and revenues.
- Prepares and processes a variety of invoices and statements.
- Performs record retention and destruction maintenance in compliance with local and State protocol. Shredding of documents after submission and approval from State Library.
- Morning start-up of computers, registers, copiers (including make sure all copiers and printers have paper), unlock front door.
- Help Clerk maintain Jury List and mail questionnaires, help prepare Jury List for Jury Commissioners.
- Mail Land Records once they have been indexed and checked for accuracy. Help Deputy Clerk III with checking images and index on Land Records.
- Replace Code Books as needed.

- Prepare Oaths and Orders for Notaries and process through the Secretary of the Commonwealth website.
- Stock paper from storage room into office area.
- Prepare plats for microfilming.
- Performs specialized department tasks and duties as assigned and assist the other Deputies in the office with their tasks as needed. Cross train on other specialized areas.

Knowledge, Skills and Abilities:

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; Thorough knowledge of business English, spelling and arithmetic; general knowledge of office programs and policies; ability to type accurately at a reasonable rate of speed; ability to operate standard office, word processing and data entry and microfilm equipment; ability to keep office records and to prepare reports from file sources; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates, law enforcement and legal representatives, real estate agents, and the general public.

Education and Experience:

High school diploma or GED and minimal experience in general office work, or equivalent combination of education and experience.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

- Valid driver's license in the Commonwealth of Virginia.