

Are you detail-oriented, organized, and looking to play a vital role in the justice system? The Amherst County Circuit Court is seeking a dedicated **Deputy Clerk** to join our team. This position provides essential administrative support in a fast-paced legal environment while serving the public with professionalism and care. Pay starts at \$40,000, with flexibility depending on your background and experience.

What You'll Do:

As a Deputy Clerk, you'll be the backbone of our court operations. Your day-to-day responsibilities will include:

- Assisting the public, attorneys, and agencies with forms, records, and general inquiries.
 - Processing and filing legal documents such as deeds, court orders, wills, licenses, and permits.
 - Managing case data in court management systems and ensuring accuracy of legal records.
 - Supporting courtroom operations: administering oaths, preparing court orders, and handling exhibits.
 - Managing financial transactions and preparing deposits.
 - Preparing and maintaining records for the Court of Appeals and Supreme Court of Virginia.
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What We're Looking For:

- High school diploma or GED at a minimum, higher education preferred.
- Experience in administrative support, preferably in a legal or public service setting.
- Excellent communication and organizational skills.
- Ability to learn legal procedures and operate office systems and software.
- Strong attention to detail and commitment to confidentiality.

- A team player who thrives in a structured, professional environment.
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Why Join Us?

- Make a difference by supporting the justice system in your community.
- Gain valuable experience in legal administration.
- Work in a collaborative and respectful environment.
- Generous paid time off, highly subsidized benefit plan including retirement, and more!

**Please submit applications on the
Amherst County Website:**

<https://www.countyofamherst.com/category/?categoryid=6>

This is a non-management position

This is a full time position with full county benefits