

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 Criminal Division. This position provides essential administrative support to **Virginia State Police**. Pay starts at \$40,000, with flexibility depending on your background and experience.

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### **What You'll Do:**

As a Deputy Clerk, you'll provide vital support to the Virginia State Police. Your day-to-day responsibilities will include:

- Completing reports submitted by state police and maintaining legal compliance.
  - Assisting the public, judicial officers, and law enforcement in the record room with criminal files and search warrants.
  - Assisting the public, judicial officers, and law enforcement with general inquiries in person and over the phone.
  - Reviewing and processing legal documents, correspondence, motions, and orders.
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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 with a customer service mindset.
  - Excellent communication and organizational skills.
  - Must be knowledgeable and comfortable using various computer 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 Virginia State Police and our local justice system.

- 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 full time position with county benefits