



MONTGOMERY COUNTY VIRGINIA EST. 1776

POSITION VACANCY

DEPUTY COURT CLERK I

COUNTY OF MONTGOMERY - OFFICE OF THE CLERK OF CIRCUIT COURT

#250104-8

The Montgomery County Clerk of Circuit Court currently has a career opportunity for Deputy Court Clerk 1. As a full-time sworn position, Deputy Court Clerks customarily: process legal documents; assist the public with technical, legal, and recording matters; process and issue marriage licenses and notary commissions; administer oaths; record and index real estate transactions; prepare legal papers; courtroom support; set up criminal and civil court files; prepare cases for appeal; data entry into Case Management System; set up payment plans; assist with real estate recordings/land recordings; collect and receipt fees collected by Court, ability maintaining confidential and/or protected information and similar duties.

High school diploma or GED equivalent required; Associate's Degree in Business, Legal Assisting/Paralegal, or equivalent combination of education and experience preferred. Preference given for demonstrated depth of knowledge of the court and legal system, knowledge and use of the Supreme Court case management system, land recording and indexing systems, and receipting with Supreme Court FAS. Must have excellent verbal and written communication skills; experience in cashiering and accounting; general working knowledge of terminology and procedures of the legal and Court system; understanding of generally accepted business office methods; proficiency with Windows/MS Office; ability to establish and maintain effective working relationships with Court officials, associates, and the general public; and to understand and follow oral and written instructions. A criminal history check, DMV, and Drug/Alcohol testing are required.

Minimum salary \$40,002/year DOE/DOQ with excellent benefits (health, dental and vision, life, disability, retirement, flex spending, wellness program, wellness clinic, and more). Interested candidates should apply by **August 9, 2024**, to be considered at: www.montgomerycountyva.gov/HR. To request an accommodation for disabilities, contact Human Resources at 540.394.2007. No phone calls, applications, or inquiries will be accepted at the Clerk's Office.

Montgomery County, VA, and the Clerk are committed to the principles of diversity and, in that spirit, seek a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/ sexual orientation/gender/identity, national origin, disability or protected veteran status.

