



Prince George County, Virginia Deputy Court Clerk I

SALARY	\$41,036.00 - \$63,606.00 Annually	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	DCCI012025
DEPARTMENT	Circuit Court Clerk's Office	OPENING DATE	01/13/2025
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County is currently seeking qualified candidates for the position of Circuit Court Deputy Clerk I. The position is responsible for processing legal documents; entering data; indexing records and documents; maintaining records and files; assisting the public and court officers. The best candidate will be committed to providing excellent customer service and have a desire to work in a team environment and assist and back up other staff as needed.

For the complete job description, click [here \(Download PDF reader\)](#).

Qualification Requirements

The successful candidate must possess general knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; ability to establish and maintain effective working relationships with court officials, associates and the general public; ability to understand and follow oral and written instructions. Applicant must have a strong work ethic, organizational skills, be detail-oriented, have the ability to manage priorities, be able to work independently and must be flexible with assignments. Excellent written and verbal communication skills and advanced knowledge of office automation systems and computer software required. Applicant must have the ability to deliver a high degree of tact and diplomacy for customer interaction in person and on the phone. Job requires being able to stand/sit for hours and being able to lift and bend to retrieve files. The most competitive applicants will have considerable Circuit Court related experience.

Special Requirements

Applicant must possess a High School diploma or equivalent.

The successful candidate will have experience with the Supreme Court's FAS/FMS, CCMS and RMS systems.

Pre-employment drug testing and criminal background check, to include fingerprinting, required.

Additional Information

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

Employer

Prince George County, Virginia

Address

Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Phone

804.722.8669

Website

<http://www.princegeorgecountyva.gov/>

Deputy Court Clerk I Supplemental Questionnaire

***QUESTION 1**

Have you previously been or are you currently employed by a Circuit Court Clerk's office?

- Yes
- No

***QUESTION 2**

If you answered yes to question 1, how many years?

- 0-3 years
- 4-6 years
- 7 or more years
- N/A

QUESTION 3

If so, what were (are) your responsibilities?

***QUESTION 4**

Do you have experience with the Supreme Court of Virginia's FMS/FAS and CCMS systems?

- Yes
- No

* Required Question