



DEPUTY CLERK-

RUSSELL COUNTY CIRCUIT COURT CLERK'S OFFICE

The Russell County Circuit Court Clerk's Office is seeking applicants for the position of Deputy Clerk.

Deputy Clerks are assigned operational responsibilities in a high-volume, fast-paced office with frequent deadlines. A Deputy Clerk must follow the court's instructions and ensure legal documents are prepared with accuracy and in accordance with state and local policies. Great attention to detail is a must and the ideal candidate must be committed to responding to customers in a friendly, courteous, positive attitude, and have a desire to work in a team environment. The qualified candidate will be able to work under pressure, communicate internally while being part of a cohesive team, and do well when critiqued.

Essential Duties & Responsibilities –

Duties include preparing detailed court documents in accordance with established guidelines, automated case management system data-entry, scheduling matters for court, preparing correspondence, filing court documents, daily docket preparation and attending court sessions. Additional responsibilities include answering phones, assisting customers at the counter, assessing fines and costs, and receiving payments. Must be able to multitask and assume additional responsibilities as assigned by management.

Minimum Qualifications -

High School diploma or equivalent is required. Competitive applicants will have considerable court, business, or other office related experience. Excellent written and verbal communication skills and advanced knowledge of office automation systems and computer software required.

Benefits -

Russell County offers an excellent benefits package that includes health, dental, vision, vacation, sick leave, and retirement benefits for all regular full-time employees. Russell County participates in the Virginia Retirement System (VRS).

Applicants -

Interested persons should send a résumé and cover letter to **Katie Patton**, via electronic mail, to: lonzo.lester@russellcountyva.us