

DEPUTY CLERK

Amherst County Circuit Court Clerk's Office is seeking an energetic, hard-working individual for a full-time position as Deputy Clerk/Courtroom Clerk in the Criminal Division. Duties may include but are not limited to:

Assisting and responding to inquiries from attorneys, judicial offices, the law enforcement community and the general public; Preparing, reviewing and processing legal documents, correspondence, motions, and orders; Completing court-related forms; Assessing and Collecting fines, costs, fees and bond payments; Preparing the dockets of scheduled cases; Database and Case file review for accuracy and completion; Balancing and reconciling daily reports; Administering oaths to witnesses in court; keeping the minutes during a trial; Reviewing and Validating daily reports; and Preparation and perfection of appeals.

Candidates must be knowledgeable in computer use and various computer programs. Must have high school diploma or equivalent. Higher education and/or equivalent work experience is preferred. Candidates must have strong customer service skills and a dedication to the office and customers you will serve.

County applications are available online or may be picked up in the Clerk's Office.

https://www.countyofamherst.com/egov/documents/1529941761_07819.pdf

Applications must be returned by 4:30 PM on August 12, 2024 to the Amherst Circuit Court Clerk's Office or may be submitted by mail to P.O. Box 462, Amherst, Virginia 24521. EOE

NO phone calls, please.