Job Summary:
The Deputy Clerk (Grade 8) is assigned operational responsibilities in a high volume office. The duties and responsibilities may include but are not limited to data entry, receipting payments, answering phones and providing customer service at the counter.

This position offers a competitive benefits package, which includes vacation and sick leave, 12 paid holidays, health insurance (part-time employee pays full monthly premium), retirement, life insurance, deferred compensation and short- and long-term disability. Some benefits based on part-time status. 28 hours per week.

Essential Duties and Responsibilities:
Enter data into an automated Case Management System, handling monies, assisting the public, providing information in person and by telephone and closing cash registers and conducting cash reconciliation.

Minimum Qualifications/Experience:
High school diploma or equivalent required. Substantial experience or combination of experience and education required in court, business or office, which provides knowledge, skills and abilities in public relations.

Additional Information:
State application, resume and cover letter required. STATE APPLICATION MUST BE FULLY COMPLETED IN ORDER TO BE CONSIDERED. Applicants must apply online. Only interviewed applicants will be notified of the filling of the position. No phone calls or e-mails regarding application status.

How to Apply:
Please apply online via the Recruitment Management System (RMS) website:

http://jobs.agencies.virginia.gov/applicants/Central?quickFind=205176

Position number 12772