

Job Description
Deputy Clerk
Pulaski Circuit Court Clerk's Office

Department: Circuit Court Clerk's Office

Reports to: Clerk of Circuit Court

Supervision Exercised: None

Supervision Received: Work is performed under daily supervision

Classification (FLSA): Non-Exempt Full-Time: 40 hours/week
8:00 a.m. to 5:00 p.m.

Category: Deputy Clerk

Job Summary:

Deputy Clerk - Duties include greeting the public and exhibiting good customer service skills, receipting payments, answering the telephone, opening, and processing mail, recording land records and plats, issuing marriage licenses, processing passport applications, assist clients in the vault area and receipting the following cases and fees: civil, criminal, judgments, fictitious names, UCC filings, concealed handgun permit applications, copy fees, general miscellaneous fees. **Applicant will perform other duties as assigned.**

Job Requirements:

Computer skills – Microsoft Word 2010 and above, ability to learn computer programs quickly and efficiently, proficient in standard office practices and procedures and office equipment. Applicant must be familiar with Windows based computer programs. possess a high school diploma and possess good writing and communication skills.
Court experience preferred.

Physical Requirements:

Physical requirements include frequent bending, stooping, standing, walking, lifting items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses.

Professionalism

Abide by all clerk's office policies and procedures

- Understand and consistently implement all Circuit Court Clerk's Office policies and procedures.
- Share with and assist other staff with day-to-day activities to promote effective teamwork and accomplish the goals of the Circuit Court Clerk's Office.

Training and Job Development

Participate in conferences, webinars, and other opportunities to reinforce knowledge of clerk's office procedures.

Applications can be downloaded and printed from www.pulaskicounty.org and are due by July 27, 2022.

Beginning Salary: \$32,193

Submit Applications and Resumes (optional) to: Maetta H. Crewe
Clerk of the Circuit Court
45-3rd Street, N.W., Suite 101
Pulaski, VA 24301

Only interviewed applicants will be notified of the filling of the position.

Equal Opportunity Employer.

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Circuit Court Clerk reserves the right to revise or change job duties as the need arises and reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.