



County of King William, Virginia
Est. 1702

NOTICE OF POSITION AVAILABILITY
DEPUTY CLERK I CIRCUIT COURT
COUNTY OF KING WILLIAM, VIRGINIA

The County of King William, Virginia is currently seeking applications for the above position until filled. The anticipated starting date for this position is on or after July 5, 2017. The Position Description for this position follows.

The hourly wage range for this position is between \$15.00 and \$18.00, depending on qualifications, experience. The position is authorized for up to 20 hours per week on average. This position is funded through the Virginia State Compensation Board (General Office Clerk, Code Class GOC).

Completed King William County Applications for Employment with resumes and professional references will be accepted at the Office of Clerk of Circuit Court, King William County Courthouse, 351 Courthouse Lane, Suite 130, King William, VA 23086. Questions concerning this position should be directed to Patricia Norman, Clerk of Circuit Court, at 804-769-4936.

The County of King William, Virginia is an Equal Opportunity Employer.



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POSITION DESCRIPTION

Deputy Clerk I Circuit Court

Grade N08

Department: Office of Clerk of Circuit Court

Approved: May, 2017

General Description of Duties

The Deputy Clerk I Circuit Court position provides basic clerical support to the operations of the King William County Clerk of Circuit Court on a part-time basis. The position may be authorized to as a Deputy Circuit Court Clerk on an as-needed basis. Work is performed with a limited degree of latitude for independent judgement and action Regularly-scheduled weekday working hours up to 20 hours per week. The position reports to and works under the direction of the Clerk of Circuit Court.

Essential Functions

Clerical skills, computer literacy, customer service abilities, organize and prioritize work, and work effectively with other office staff and the public.

Minimum Education, Training & Experience

High school diploma or GED required.

Preferred Training & Experience

Associate's degree or higher education preferred.

Experience in working within a legal office environment and/or with land records preferred.

Other Position Requirements

Must possess and maintain valid Virginia driver's license

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station. Ability to take handwritten notes clearly, rapidly and accurately.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require advanced oral communications ability.

Environmental Factors: Tasks are regularly performed in a modern office environment without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

King William County, Virginia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, King William County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This Position Description complies with Section 2-2 of the King William County Personnel Policies and Procedures Manual