

EMPLOYMENT OPPORTUNITY

GRAYSON COUNTY CIRCUIT COURT DEPUTY CLERK I

POSITION EFFECTIVE: NOVEMBER 14, 2016

Applications are being accepted for a part-time position of Deputy Clerk I in the Grayson County Circuit Court Clerk's Office, located in Independence, VA. Responsibilities include but are not limited to: recording, indexing, and scanning all land record instruments, criminal, and civil orders, issuing marriage licenses, assisting in preparing and processing passport applications and concealed handgun permits, along with any other duties assigned by the Clerk.

High School diploma or equivalent required; college degree preferred. Substantial computer skills required. Applicant must be able to deliver a high degree of customer service while assisting the public in an efficient, courteous, and timely manner.

Job is contingent on continued local funding, and applicants are subject to criminal background checks. This is a part-time position with an hourly wage of \$9/hr. Twenty-four (24) hours per week are expected.

Virginia State Application must be received by November 1, 2016, by 5:00 p.m. Resumes will not be accepted in lieu of state application. Only interviewed applicants will be notified of the filling of this position.

Application forms may be obtained from the Grayson County Circuit Court Clerk's Office or the Virginia Employment Commission.

Mail applications to:
Grayson County Circuit Court
P.O. Box 130
Independence, VA 24348

Equal Opportunity Employer