

DEPUTY CLERK

Northumberland Circuit Court is seeking to fill a full time deputy clerk position. This position is assigned operational responsibilities in a high-volume office with frequent deadlines. The position ensures court's instructions are executed and legal documents prepared with accuracy and in accordance with state and local policies.

Duties include preparing detailed court documents in accordance with established guidelines, process and scan documents into Court's Case Management System, preparing correspondence, filing court documents, answering phones, assisting customers both on phone and in person, receipting payments, sorting and opening mail, recording documents, entering subpoenas, issuing marriage licenses, and back-scanning of recorded documents. Must be able to multitask and assume additional responsibilities as assigned by the Clerk.

High school diploma or equivalent required. An associate's or 4 yr degree is preferred. Most competitive applicants will have considerable court, business, or law office related experience. Applicants should be highly organized and possess significant knowledge, skills, and abilities in personnel management, time management and performance management. Excellent written and verbal communication skills and computer skills required. Work history should include working well with colleagues and the public. Applicant is expected to conduct oneself in a manner that portrays reverence, respect and efficiency to the Court. The employee may be required to lift or carry items weighing up to approximately 10 pounds.

Applicants must submit a completed Northumberland County employment application. Starting salary is \$43,079. Benefits include participation in the Virginia Retirement System (VRS), health insurance coverage, paid vacation and sick leave, life insurance and other benefits.

Applications may be obtained from the Circuit Court Clerk's Office, Northumberland Court's Building, 220 Judicial Place, P.O. Box 217, Heathsville, VA 22473; Phone 804-580-3700 or email Deborah Bingham, Clerk at dbingham@vacourts.gov

Information about this position and application may be found on the County's webpage at www.co.northumberland.va.us under employment opportunities, OR at the Circuit Court Clerk's website at www.ncccva.org E.O.E.

Deadline for applications is October 8, 2026 at 4:30 p.m.