

## PageUp Vacancy

Please fill in the applicable information and email to [humanresources@vacourts.gov](mailto:humanresources@vacourts.gov)  
by COB Thursday to be posted 4:00 pm Friday

Position Title – **Receptionist – Case/ Records Administration**  
Position Number –  
Entrance Salary – **\$42,200.00**  
Full-Time/Part-Time – **Full time**  
Posting Date – **June 14, 2024**  
Closing Date – **Open until filled**  
Location – **Court of Appeals of Virginia Clerk’s Office – Richmond, Virginia**  
Grade –

The Court of Appeals of Virginia is seeking a receptionist to support the Clerk’s office. This position will be under the supervision of the Senior Deputy Clerk and the deputy clerk(s) in charge of the Court’s records and case administration team. The position will involve routine case-related administrative duties as well as confidential matters. The Receptionist is expected to work full-time in the office. This position offers a competitive benefits package, which includes vacation and sick leave, 13 paid holidays, health insurance, retirement, life insurance, deferred compensation, and short- and long-term disability.

### Essential Duties & Responsibilities –

- Receive visitors at the front desk by greeting, welcoming, and directing them appropriately.
- Assist with telephone and in person inquiries regarding court procedures and case status.
- Assist with accessing court documents and records both in person and electronically.
- Receive and sort mail; process, manage, and upload paper filings to the Court’s case management system.
- Perform other duties as assigned by the Clerk.

### Minimum Qualifications

- High school diploma or equivalent degree
- Excellent verbal and written communication skills
- Pleasant phone demeanor and listening skills
- Knowledge of Microsoft Office Suite and Adobe
- Ability to deal with a high volume of work under time constraints
- Capable of prioritizing multiple tasks
- Attention to detail
- Positive customer service attitude

### Preferred Qualifications

An associate's or 4-year degree is preferred. The best candidates will have previous experience as a receptionist or office assistant. Experience working in a court or law office is also preferred.

**Additional Information –**

To apply, please complete the state application online. Applicants must also provide (1) a cover letter detailing their qualifications and experience as they relate to the requirements of the position, and (2) a resume that includes the name, title, and contact information of three professional references.