

PageUp Vacancy

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

Position Title – **Deputy Clerk – Case/ Records Administration**

Position Number –

Entrance Salary – **\$52,500.00**

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 Deputy Clerk – Records Administration is the manager responsible for overseeing the daily operations of the Records Administration team. The Records Administration team processes the receipt and return of court records from across the Commonwealth. This team also prepares Court of Appeals records for transmittal to the Supreme Court of Virginia and U.S. District Courts.

For this role, we are seeking a highly motivated, enterprising, and responsible person with leadership skills. 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. Limited telework may be allowed at the discretion of the Clerk.

Essential Duties & Responsibilities –

- Co-supervises and co-manages the Records Administration team with another deputy.
- Oversees receiving trial court records from across the Commonwealth and returning such records when an appeal ends.
- Assists with the archival process at the Library of Virginia; coordinates receiving and returning archived records upon request.
- Manages email and phone inquiries regarding record-related matters from the Judges of the Court, Clerk of the Court, Chief Staff Attorney the public, litigants, and courts throughout the Commonwealth.
- Prepares and transmits Court of Appeals records to the Supreme Court of Virginia and the U.S. District Courts.
- Retrieves documents and other related information from trial courts and litigants upon request from various members of the Court.
- Develops and implements record-related policies and procedures.
- Assists in the recruitment, selection, hiring, assignment, training, evaluation, and disciplining of Record's team employees.
- Performs other duties as assigned by the Clerk.

Minimum Qualifications/Experience –

- Applicants must be reliable, detail-oriented, accurate, and organized.
- Applicants must be able to supervise multiple assistants daily.
- Applicants must be able to work with and coordinate duties and responsibilities with another co-managing deputy clerk.
- Applicants must have excellent multi-tasking skills.
- Applicants must demonstrate experience in dealing with a high volume of work and the ability to meet deadlines.

- Applicants must be proficient in Microsoft Office Suite and Adobe.

Preferred Qualifications

Applicants with a four-year college degree are preferred; however, applicable court experience will be considered in lieu of a four-year degree. The most competitive candidates will have at least two years of management experience in a court or law office setting and at least two years of Microsoft Office Suite experience.

Additional Information – State application, cover letter, and resume with references are required. State application must be fully completed. Applicants must apply online. Only interviewed applicants will be notified of the filling of the position. Please no phone calls or emails regarding the application status.