

## **Job Opening**

### Clerk's Office of Amelia County Circuit Court

Clerk's Office of Amelia County Circuit Court is now accepting applications for a full-time salaried position of General Office Clerk. Employment Applications may be obtained at [www.ameliacova.com](http://www.ameliacova.com) To apply, submit your application to Clerk of Amelia Circuit Court, P. O. Box 237, Amelia, VA 23002

**General Office Clerk** – Full Time position. Duties to include but not limited to: Reconciling daily receipts, prepare bank deposits, process mail, assist customers, answer telephone, recording and receipting deeds and other documents, process civil case files, prepare service of process and subpoenas, submit appeals to Court of Appeals and Supreme Court of Virginia.

Desirable requirements: Team work with strong people skills.

Qualifications: High School Diploma or equivalent, Computer oriented.

Annual Salary: 25,966 to 29,946.00 plus benefits

Background check and Drug testing required.