



DEPUTY CLERK I
COUNTY OF PRINCE EDWARD, VIRGINIA

The Prince Edward County Circuit Court Clerk's Office is accepting applications for the position of deputy clerk. The position requires experience in a clerical position and the applicant must have a high level of knowledge, skills, and general office operations, i.e., typing, filing, indexing, and receipting. Knowledge of general computer skills is a must. Applicant must possess good verbal and written communication skills and must be able to pass a background check and drug test. Submit a Prince Edward County application (available at the County Administrator's Office and online) and two (2) letters of reference either in person to Prince Edward County Circuit Court Clerk's Office, 111 South St., 1st floor, Farmville, VA 23901 or by mail to P. O. Box 304, Farmville, VA 23901. Open until filled. Salary DOQ. EOE