

Job Position: Full Time Deputy Clerk – Nelson County Circuit Court

Hours: Monday through Friday, 8:00 A. M. to 04:30 P.M.

Salary Range: \$37,434 - \$46,793

Job Duties: Greet and assist public at counter, prepare marriage licenses, accept and process concealed handgun permits, process court payments, filing, answering telephone, making copies for the public (must be able to lift deed books and other large books from the record room), and other general office procedures as needed.

High school diploma or equivalent required

Full time position offers a competitive benefits package which includes health insurance, retirement, vacation and sick leave.

Please submit Application or Resume to Nelson County Circuit Court, P. O. Box 10, Lovingson, VA 22949 on or before June 01, 2025.

**NO TELEPHONE CALLS OR E-MAILS, PLEASE.**