

DEPUTY CLERK IV - NELSON COUNTY CIRCUIT COURT

Job Duties:

Perform the day to day requirements of new criminal sealing legislation. Must maintain confidentiality of all records and meet deadlines as needed. Should possess computer skills and be willing to learn additional software systems used by the Court System. In addition, the candidate will assist the public in filing concealed handgun permits, issuing marriage licenses, taking payment for court costs/restitution, making copies for the public (must be able to lift deed books and other large books from the record room), answering phone calls and other general office procedures as needed.

Must be detail oriented, trustworthy, accurate, and able to multi-task in public office environment. Must be able to work independently and follow instructions.

Education: College Degree in a related field.

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

Please submit Application (Nelson County Job Application) and/or Resume by June 01, 2026, to Nelson County Circuit Court, P. O. Box 10, Lovingston, VA 22949.

NO TELEPHONE CALLS PLEASE. PLEASE SUBMIT ALL PAPERWORK TO THE ADDRESS ABOVE.