

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 – **Clerk’s Assistant – Motions**

Position Number –

Entrance Salary – **\$42,200.00**

Full-Time/Part-Time – **Full time**

Posting Date – **June 14, 2024**

Closing Date – **Open until filled**

Last known employee in position-

Location – **Court of Appeals of Virginia Clerk’s Office – Richmond, Virginia**

Grade –

Please submit the specific job information according to the sections below:

Job Summary – The Court of Appeals of Virginia is seeking a full-time clerk’s assistant to assist with motions filed and processed in the clerk’s office. This position will be under the supervision of the Chief Deputy Clerk and the deputy clerk(s) in charge of the Court’s motions. The position will involve routine case-related administrative duties as well as complex and confidential matters. Telework may be allowed at the discretion of the Chief Deputy Clerk and Clerk.

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.

Essential Duties & Responsibilities – Duties will involve those activities necessary to efficiently manage the workflow of the motions team in the clerk’s office. These duties include: 1) answering phone inquiries from attorneys, chambers, and other court users about the status of motions and information entered on the case management system; 2) organizing and maintaining the case management system to ensure efficient management of motions pending before the Court; 3) drafting orders and letters reflecting the Court’s dispositions of motions; 4) proofreading and editing the Court’s orders, correspondence, and related documents; 5) performing data entry in the Court’s case management system to reflect rulings and accurate case information; and 6) other duties as assigned.

Minimum Qualifications/Experience –

- Strong organizational, interpersonal, written, and verbal skills.
- Problem-solving and attention to detail.
- Proficient with office software, including Microsoft Word and Adobe.
- Must be able to multi-task and work for several deputy clerks simultaneously.

Preferred Qualifications/Experience –

Paralegal certification or three years of progressively responsible experience in a court or law office setting. Proofreading and editing experience.

Additional Information –

To apply, please complete the state application online. Applicants must also provide (1) a cover letter detailing your qualifications and experience as they relate to the requirements of the position, and (2) a resume that includes the name, title, and contact information of three professional references.