

The Henry County Circuit Court Clerk's Office is seeking a dependable, courteous and professional individual to assume various clerical duties as assigned by the Clerk.

Qualified applicant must have the ability to work well under pressure, prioritize tasks and have strong written and verbal communication skills. Applicant must be able to maintain confidentiality, meet deadlines and multi-task. High school graduate or equivalent required. Degree and/or experience in the legal field, and proficiency in various computer software applications including MS Office are desired.

Download the application and submit in your own handwriting with your cover letter and/or resume to the Henry County Circuit Court Clerk's Office, 3160 Kings Mountain Road, Suite B, Martinsville, VA 24112. Applications must be received no later than May 22, 2013. No walk-ins or telephone inquiries. Only interviewed applicants will receive notice of the filling of this position. EOE