

Summary of Daily Tasks

- *Assist Customers in a friendly, courteous manner at the Counter and on the phone.*
- *Explain administrative court policies and procedures in an easy-to-understand manner.*
- *Assess fines and costs; cash handling..*
- *Update case information into our Case Management and Financial Management Systems.*
- *File cases in an accurate and timely manner.*

Call 703-246-4374

**to schedule your data entry/
filing pre-employment test**

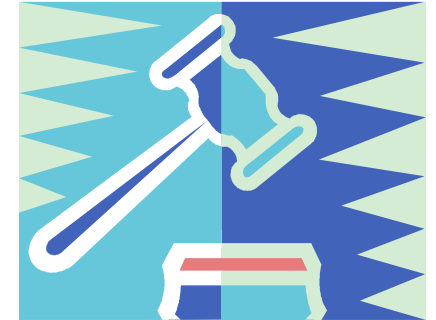


**Fairfax County
General District Court**

**Fairfax County General District Court
4110 Chain Bridge Road
Fairfax, VA 22030**

Fairfax County
General District
Court

**Consider an entry
level position with
the Commonwealth
of Virginia Courts.**

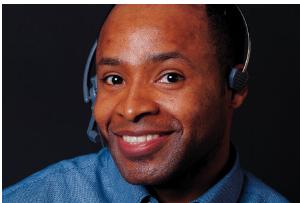


Fairfax County General District Court
4110 Chain Bridge Road
Fairfax, VA 22030

Tel: 703-246-2153

What in it For You?

- You will gain an understanding of VA and County laws and interact with a wide range of law enforcement and government agencies.
- You will assist a diverse population and help them understand the legal process and comply with Court policies and procedures.
- Your 8-12 week results-oriented training program will give you the confidence to assist customers in a knowledgeable, courteous, and responsive manner.
- You will receive extensive valuable cash handling and administrative experience.
- You will sharpen your teamwork, data entry, and filing skills.
- Your experience will help you pursue your career goals, whether they be a career as a Paralegal, in criminal justice, or law school.



What skills do you need?

- Present a professional image in appearance, words, and actions
- Be a self starter and a team player
- Dependable and punctual
- Detail oriented and precise
- Work at a fast pace with accuracy.
- Meet tight deadlines
- Explain procedures in an accurate and easy-to-understand manner
- Handle multiple tasks and manage Changing priorities at a moment's notice
- Strong organizational, time management and follow-up skills.
- Excellent verbal and listening skills; Able to develop positive work relationships
- Fast learner who is able to retain complex legal information and apply legal statutes consistently
- Proficient computer skills



Physical Requirements

- Counter responsibilities require standing, bending, reaching.
- Frequent lifting of one to five pounds.

We offer a \$21,000 plus Benefits Package:

- 12 vacation days, sick leave.
- Medical, dental, vision, and Hearing health insurance
- Tuition Reimbursement
- Employee Assistance Program
- Short term and long term disability benefits
- Long term care insurance and Life insurance
- Cash Match Deferred Compensation Plan
- Retirement benefits. All contributions are paid by the Commonwealth of Virginia
- Free parking.

What qualifications do you need?

- High School degree required;
- Must pass a Criminal Background Check.
- **Must pass a data entry/filing pre-employment test to be considered for this position.**



Salary: \$30,193 non-negotiable.

Interested?

**Call Judges Chambers at
703-246-4374
between 8:30-noon
to schedule a Pre-Employment
Test.**

Bring a resume and two professional references. A VA state application is available on line: www.jobs.va.us.

