

FULL TIME DEPUTY CLERK/ PART TIME TEMPORARY DEPUTY CLERK

The Ohio County Circuit Clerk's Office has immediate openings for one full-time, permanent deputy clerk position and one part-time temporary deputy clerk position. Successful candidates will be team employees and can handle working in a fast-paced, professional office. Hours are Monday through Friday 8:30 am to 5:00 pm. Some flexibility of hours may be required. The full-time position includes a full benefit package and is scheduled to commence in June, 2021. The part-time position is hourly and will commence immediately.

Duties include, but are not limited to: computer skills with accurate data entry, working with the public, miscellaneous clerical duties and any other duties as assigned. County government, criminal justice, legal terminology, filing, and/or financial experience is a plus.

Candidates should possess the following qualities: legal knowledge, attention to detail, organizational skills, good time management skills, positive professional demeanor, ability to keep all work confidential and must be able to communicate well with the public and co-workers.

Resumes with cover letters will be accepted by e-mail until Tuesday, June 15, 2021 and addressed as follows:

Brenda L. Miller, Circuit Clerk
Ohio County Circuit Clerk's Office (Notate interest in full-time or part-time position)
1500 Chapline Street, Room 403
Wheeling WV, 26003

E-mail resume and cover letter to: Brenda.Miller@courtswv.gov.
Telephone inquiries will not be accepted.

All inquiries will be held in strict confidence. Equal opportunity Employer.