

FULL TIME DEPUTY CLERK

The Ohio County Circuit Clerk's Office is accepting resumes for full-time deputy clerk position(s). Successful candidate will be a team employee 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. This position includes a full benefit package. Salary is commensurate with experience. A complete job description can be found at www.ohiocountywv.gov/employment. Interested applicants should email a Letter of Introduction and resume to HR@ohiocountywv.gov not later than Friday, August 13, 2021. Insert Deputy Circuit Clerk in subject line. The Ohio County Circuit Clerk is an equal opportunity employer.

FULL TIME DEPUTY CLERK

The Ohio County Circuit Clerk's Office has an immediate opening for one full-time, permanent deputy clerk position. Successful candidate will be a team employee 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.

Duties to include but are not limited to: accurate data entry through effective computer skills, 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 Friday, August 13, 2021, and emailed to HR@ohiocountywv.gov. Telephone inquiries will not be accepted.

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