Job Title: Deputy County Clerk

Office: Office of the County Clerk of Ohio County
Employment Type: Full-Time

Position Summary
The Office of the County Clerk of Ohio County is seeking a highly organized, detail-oriented, and tech-savvy Deputy County Clerk to join our fast-paced, fully digitized office. Serving as a primary point of contact for residents, attorneys, title abstractors, and funeral directors, this role is responsible for examining, recording, and indexing official land and probate instruments, as well as issuing certified vital records. The ideal candidate pairs rapid, high-accuracy computer skills with a warm, patient demeanor to ensure efficient, accessible public service for every visitor.

Essential Duties & Responsibilities

- **Document Recording & Indexing:** Review incoming legal documents—including deeds, deeds of trust, releases, liens, and wills—to verify statutory compliance (proper signatures, acknowledgments/notarizations, and legal descriptions).
- **Digital Operations:** Scan, index, and quality-check documents into the office's digital document management system with high accuracy.
- **Vital Records Issuance:** Process applications and issue certified copies of birth, death, and marriage certificates in strict accordance with West Virginia state laws and confidentiality rules.
- **Front-Counter & Public Assistance:** Greet visitors, answer multi-line phones, and assist residents—including older Community members and genealogists—in navigating public records and digital search terminals.
- **Fee Collection & Reconciliation:** Calculate and collect statutory recording fees, transfer taxes, and vital record fees; balance daily cash, check, and electronic payment drawers.
- **General Office Support:** Assist with marriage license applications, probate estate filings, and other statutory duties of the County Clerk's Office as needed.

Required Qualifications

- High school diploma or GED required.
- Must be personable, motivated, possess excellent oral communication skills, and be willing to learn.
- Must be able to make point-of-sale by accepting cash or credit cards.
- The ideal candidate would be experienced in a customer-facing, legal, banking, real estate, or high-volume administrative environment.
- Proven proficiency with computers, standard office software, scanners, and digital databases.
- Fast, accurate typing and data entry skills with strong attention to detail.

- Candidate should also possess the following qualities: good organizational skills, good time management, ability to keep information confidential, and the ability to communicate with the public and co-workers

This position will be paid on a salary every other week. The position includes paid holidays, vacation and sick time; insurance covering health, vision and dental; and provides a retirement program.

Resumes with cover letter will be accepted by mail or hand-delivered through December 11, 2026, and addressed to:

Michael E Kelly, Ohio County Clerk
1500 Chapline Street, Rm 205
Wheeling, WV 26003

Telephone inquiries will not be accepted. All inquiries will be held in strict confidence.

Equal opportunity employer