

## JOB OPPORTUNITY ANNOUNCEMENT

DATE: April 4, 2024  
POSITION: Clerical  
DEPARTMENT: Road & Bridge  
BEGINNING SALARY: \$1250.00 s/m

### REQUIREMENTS:

- Must be at least 18 years of age
- Must be able to type, use a 10 key, bookkeeping skills, spreadsheets
- Must have knowledge of Microsoft and Excel
- Must be able to maintain, balance, and make change from a cash box
- Must be able to understand and follow oral and written instructions
- Must have a clean driving record, insurable by the County, for operation of vehicle
- Must be able to work effectively and cooperatively with other employees
- Must be able to communicate well with the public and work in a fast pace environment
- Must have good math skills
- Must be able to establish and maintain effective working relationships with co-workers, employees, officials in other departments, and the general public
- Must maintain telephone contact to be utilized for emergency work
- Have a working knowledge of office practices and of departmental rules and regulations
- Any other duties assigned
- May be required to be bondable

### DUTIES:

- > Filing, answering phone, submitting work orders, locates, maintain spreadsheets,
- > Any other duties that may be assigned by supervisor

To be considered, you must complete an employment application in full and turn it into the County Treasurer's Office no later than until filled by 4:00 p.m. **Incomplete applications will not be considered.** If you have completed an application in the last two years, you can notify the Treasurers' Office that you want to be considered for this position and they will pull your application and put it in the group to be considered.

Upshur County is an equal opportunity / affirmative action employer