

JOB OPPORTUNITY ANNOUNCEMENT

DATE: February 18, 2026

POSITION: Deputy Clerk

DEPARTMENT: County Clerk

SALARY: \$1,443.75 S/M

REQUIREMENTS:

- Graduation from high school or a general equivalency diploma;
- Some knowledge of/or ability to learn applicable statutes, rules, regulations and procedures;
- Typing and computer skills;
- Ability to lift 35 pounds;
- Climb up and down stairs;
- Ability to establish and maintain effective working relationships with co-workers, other county employees and the general public;
- Be able to communicate effectively orally and in writing;

DUTIES:

- Process documents to be recorded in the Official Public Records and other records filed in the County Clerk's office.
- Post foreclosures and any public meeting agendas as required on the posting board.
- Process mail daily.
- Utilize computer driven data entry equipment to record, proof, process, maintain, and index the various documents recorded in the County Clerk's office.
- Answer the telephone.
- Assist the customers.
- Receive payments for filing fees and issue receipts.
- Run daily and monthly reports as necessary.
- Learn the basic duties in all departments of the County Clerk's office and assist co-workers;
- Other duties as required or assigned.

TO BE CONSIDERED, YOU MUST COMPLETE AN EMPLOYMENT APPLICATION IN FULL AND RETURN TO THE UPSHUR COUNTY TREASURER'S OFFICE. YOU MUST PASS A PRE-EMPLOYMENT DRUG AND ALCOHOL TEST IN ORDER TO BE HIRED. THERE IS A 6 MONTH INTRODUCTORY PERIOD FOR ALL NEW COUNTY EMPLOYEES.

UPSHUR COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.