

UPSHUR COUNTY JOB OPPORTUNITY ANNOUNCEMENT

DATE: September 1, 2022

POSITION: DEPUTY CLERK/FULL-TIME

DEPARTMENT: DISTRICT CLERK'S OFFICE

BASE SALARY: \$1,141.67 Semi-Monthly

REQUIREMENTS:

- MUST BE AT LEAST 18 YEARS OF AGE;
- MUST HAVE WORKING KNOWLEDGE OF BUSINESS ENGLISH, SPELLING, AND ARITHMETIC
- HAVE A WORKING KNOWLEDGE OF OFFICE PRACTICES AND OF DEPARTMENTAL RULES AND REGULATIONS;
- HIGH SCHOOL GRADUATION OR ITS EQUIVALENT;
- MUST BE ABLE TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH CO-WORKERS, EMPLOYEES, OFFICIALS IN OTHER DEPARTMENTS, AND THE GENERAL PUBLIC;
- MUST BE ABLE TO COMMUNICATE EFFECTIVELY BOTH ORALLY AND IN WRITING;
- MAY BE REQUIRED TO TYPE ACCURATELY AT A SPEED OF AT LEAST 35 WORDS PER MINUTE AND/OR TO OPERATE A CALCULATOR BY TOUCH;
- MUST BE ABLE TO LIFT AND CARRY 25 POUNDS EFFECTIVELY AND SAFELY;
- MUST HAVE COMPUTER EXPERIENCE; AND
- ANY OTHER DUTIES ASSIGNED

EXPERIENCE AND TRAINING:

HIGH SCHOOL GRADUATION OR ITS EQUIVALENT PLUS AT LEAST SIX MONTHS EXPERIENCE IN CLERICAL WORK OR

ANY EQUIVALENT COMBINATION OF EXPERIENCE AND TRAINING WHICH PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

MAY BE REQUIRED TO BE BONDABLE

DUTIES:

FILING AND ISSUING COURT DOCUMENTS (CIVIL, CRIMINAL, FAMILY, and TAX SUITS), SCANNING DOCUMENTS AND OTHER OFFICE DUTIES

TO BE CONSIDERED, YOU MUST COMPLETE AN EMPLOYMENT APPLICATION IN FULL AND TURN IT IN TO THE UPSHUR COUNTY TREASURER'S OFFICE. IF YOU HAVE COMPLETED AN APPLICATION IN THE LAST TWO YEARS, YOU CAN NOTIFY THE TREASURER'S 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. YOU MUST PASS A PRE-EMPLOYMENT DRUG & ALCOHOL TEST IN ORDER TO BE HIRED.

UPSHUR COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.