

JOB OPPORTUNITY ANNOUNCEMENT

DATE: December 4, 2025

POSITION: JP Clerk

HIRE DATE: January 1, 2026

DEPARTMENT: Justice of the Peace Pct #2

BEGINNING SALARY: \$1450.00 SEMI-MONTHLY

REQUIREMENTS:

- Must be at least 18 years of age;
- Must have working knowledge of business English, Spelling and Arithmetic.
- Must have working knowledge of office practices and procedures, and of departmental rules and regulations;
- Must have ability to understand and carry out oral and written instructions and to request clarification when needed;
- Must be able to meet the public well and to deal calmly and effectively with their questions or problems seeking assistance when needed;
- Must be able to establish and maintain effective working relationships with co-workers and employees and officials in other departments;
- 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 25lbs effectively and safely.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school graduation or its equivalent plus at least one year experience in clerical work preferred, preferably with a local government entity, but not required; (business school may be substituted equally for up to six months work experience) or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities;
- May be required to be bondable.
- Prior Justice Court Experience preferred

To be considered you must complete an employment application in full and turn it into the County Treasurer's Office. 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.