

JOB OPPORTUNITY ANNOUNCEMENT

DATE: November 2, 2017
POSITION: Deputy Court Clerk
DEPARTMENT: County Clerk
SALARY: \$1,050.00 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;
- Clerical experience in legal or law enforcement environment preferred.

DUTIES:

- Processing files and documents, which may pertain to criminal, civil, probate, and mental health court proceedings;
- Attending court hearings and process paperwork in the courtroom, in a fast paced and sometimes stressful situation;
- Responsible for entering cases and data in the computer;
- Answering the telephone and assisting the general public, including receiving payment for fees and fines;
- 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 BY NOVEMBER 16, 2017. 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.