

VACANCY ANNOUNCEMENT

Office Circuit Clerk's Office

Title; Deputy Clerk/Secretary I

Beginning Salary: Full Time \$24,337 per year/with benefits

Qualifications: High school diploma or GED. Training or experience in clerical procedure, bookkeeping, computer a must. Microsoft word and ability to work with the public.

Probationary Period: Must complete a one year probationary period.

Applications can be obtained at the Berkeley County website at www.berkeleywv.org & mailed to the Circuit Clerk's Office 380 W. South St. Suite 2200 Martinsburg, WV 25401.

Last day to apply April 15, 2019

Hours 8 to 5

Berkeley County is an equal opportunity employer and drug free work place.

PLEASE NO PHONE CALLS