

RECRUITMENT ANNOUNCEMENT

DEPUTY CLERK

COUNTY CLERK OFFICE/VOTER'S REGISTRATION

\$26,832 ANNUAL W/BENEFITS

8:00 AM-5:00 PM (40 HOURS PER WEEK)

APPLICATIONS ARE AVAILABLE ON-LINE AT www.berkeleywv.org OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 8:00 AM-5:00 PM, APPLICATIONS AND/OR RESUMES' MAY BE RETURNED IN PERSON OR AT countyclerk@berkeleywv.org AND WILL BE ACCEPTED UNTIL 5:00 PM, FRIDAY MAY 14, 2021,

GENERAL DEFINITION OF WORK:

This position is responsible for maintaining the accuracy and completeness of county records and assisting in other aspects of elections. The work involves extensive communication with the public, volunteers, and colleagues. The work is performed mostly during weekday business hours, with occasional requirements for evening and weekend work. Some travel may be required.

ESSENTIAL TASKS

(These are intended only as an illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

1. Update files – both electronic and paper based, scan documents in the database.
2. Ability to work between the Office of the County Clerk and Voters Registration
3. Ability to provide customer service in a sincere and tactful manner to members of the public and colleagues
4. Possess a high level of keyboarding and data entry knowledge.
5. All other duties assigned by your superior
6. Working knowledge of Berkeley County geography

QUALIFICATIONS AND REQUIERMENTS

1. High school diploma or equivalent.
2. Must be registered voter in Berkeley County.
3. Must have no record of conviction of an election related offense.
4. Ability to maintain records, make oral and written reports.
5. Strong and effective spoken and written (ENGLISH) communication skills.
6. Ability to maintain strict confidentiality.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a Driver's License.

1. May be required to work evenings and weekends.
2. May be required to travel within the State of West Virginia
3. Ability to:
 - a. Prioritize work to meet constant and changing deadlines.
 - b. Perform duties under pressure and meet deadlines.
 - c. Work sustained periods of time while maintaining concentrated attention to detail.
 - d. Establish and maintain effective working relationships with associates and the general public.
 - e. Work with minimal supervision and follow policies and procedures.

EXAMINATION PROCEDURE MAY INCLUDE:

- Standard written examination
- An evaluation of training and experience
- One or more interviews
- Employment related reference checks
- Background investigation
- Pre-employment physical to include drug screen (administered after offer of employment).

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the results of the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.

- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan.
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, and prescription drug coverage. Depending on the election, the County may pay up to 100% of the employee costs and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Direct deposit is mandatory to any banking institution designated by the employee.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER