

**Fiduciary Coordinator  
Berkeley County Council**

**\$34,099 to \$53,803 (depending on qualifications)**

**NON-EXEMPT POSITION  
40 HOURS PER WEEK w/BENEFITS**

**APPLICATIONS AND OR RESUMES MUST BE SUBMITTED TO THE BERKELEY COUNTY  
COUNCIL OFFICE, 400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV, 25401 OR  
AT [fiduciarycoordinator@berkeleywv.org](mailto:fiduciarycoordinator@berkeleywv.org) UNTIL 5:00 PM, AUGUST 6, 2021.**

**KIND OF WORK:**

Provides complex professional and administrative assistance and support to the Fiduciary Supervisor relating to the various issues involving the probate and administration of wills and estates, official records, proceedings, etc. Direction is provided by the Fiduciary Supervisor.

**EXAMPLES OF WORK:**

- Assists the public and professionals, including attorneys, accountants, bank officials, and account personnel representing creditors with claims against estates.
- Updates and maintains various files and public records using various in-house systems.
- Performs general clerical and accounting functions as they relate to the areas of responsibility.
- Assists in correspondence, filing, etc.
- Responds to written, telephone and e-mail inquiries.
- Creates and maintains individual case charts.
- Reviews and processes numerous documents required to be filed in accordance with West Virginia statutes.
- Performs all other related work as required.

**QUALIFICATIONS AND REQUIREMENTS:**

- Any combination of education and/or work experience equivalent to graduation from an accredited college or higher learning institution with course work in paralegal studies or related field.
- At least three (3) years of progressively responsible experience under the tutelage of an attorney, accountant, or trust officer.
- Excellent analytical abilities.
- Proficient in Microsoft Office products to include WORD, EXCEL, etc.
- Excellent oral and written communications skills.
- Ability to understand and follow complex oral and written instructions.
- Ability to answer inquiries and assist the public in a professional and courteous manner.
- Ability to compassionately interact with the public during a time of grief and emotional stress.
- Ability to establish and maintain effective working relationships with co-workers, associates, and the public.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the 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, and handling, pushing, and pulling.

**SPECIAL REQUIREMENTS**

Possession of a valid Driver's License.

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

**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 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 & MISCELLANOUS 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, vision, and prescription drug coverage. The

County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.

- A deferred compensation program is available.
- Mandatory direct deposit is available to any banking institution designated by the employee.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**