

DEPUTY CLERK POSITION

SHERIFF'S TAX OFFICE

33,932.77 Annually plus benefits

40 hr work week

General administration position responsible for:

Collect and process tax collections, research tax records, have good telephone skills and other duties as assigned. Applicants must possess a high school diploma (or equivalent) and have experience working in an environment dealing with the public. Good math and/or accounting skills also required. Applicants must pass criminal background and drug test.

Applications are available at the Jefferson County Tax Office, 112 E. Washington Street, Charles Town, WV. 25414. Monday-Friday, 9:00-5:00 and will be accepted until 5:00 p.m. Friday, October 7<sup>th</sup> 2016