

The Office of the Jefferson County Circuit Clerk is accepting applications for a part time deputy clerk. The office of the Circuit Clerk is a public service office. Team players only need apply. Applicants must be compassionate, understanding and professional in all areas of customer service. Absolute confidentiality is required. Previous office experience, good computer and telephone skills are required. Some lifting of up to 40 pounds may be necessary. Jefferson County Employment Applications are required to be completed and may be obtained from the Jefferson County Circuit Clerk. A resume may be attached to the completed application. Previous employment experience and references are required and must include name, address and telephone number. All applications will be considered, however, priority will be given to applicants with experience in court related services. Fluency in a foreign language is also a plus. Starting salary is dependent on experience. Must be able to pass a background check. No phone calls, please. All applications must be received by the Circuit Clerk by May 19, 2017 in order to be considered. The Circuit Clerk's office is located at 119 N. George Street, Charles Town, WV. Applications may be hand delivered or mailed to Jefferson County Circuit Clerk, P. O. Box 1234, Charles Town, WV 25414. Equal Opportunity Employer.