

Full-Time Deputy Clerk- Jefferson County Clerk/Voter Registration & Elections

Clerk's office seeks motivated candidate to fill the role of Assistant Clerk in training to be Deputy Clerk. Successful candidate will undergo a detail oriented training period that will take up to one year and will demonstrate proficiency in all areas prior to promotion.

-Primary Duties: Voter Registration and Elections Division – Maintain voter records, register citizens to vote, public outreach, administer countywide elections.

-Secondary Duties: Research and assist with the issuance of official public records pertaining to land, birth and probate.

Qualified candidates with high school diploma or equivalent, at least 5 years of office work experience, good working knowledge of Microsoft Office, valid work references, good oral and written communication skills, can lift up to 50 pounds, the ability to work in a team environment, handle stressful and sometimes fast-paced situations, flexibility to work overtime and travel for training when needed are encouraged to apply.

This is a full time position with county benefits.

Resumes with a cover letter should be sent to Nikki Painter via email to npainter@jeffersoncountywv.org or via mail to:

The Jefferson County Clerk's Office

Attn: Nikki Painter

PO Box 208

Charles Town, WV 25414

Resumes will be accepted until February 16, 2018.