

## Office Clerk

Jefferson County, West Virginia, Department of Engineering, Planning & Zoning is seeking to fill the position of Office Clerk. The primary responsibility is to perform typical office clerical functions: scan documents, provide information for FOIA requests, prepare bank deposits, purchase orders, type reports, customer service, etc. A detailed job description is available at the Jefferson County web page:

<http://www.jeffersoncountywv.org/county-government/departments/job-postings>

High School Diploma with one year related work experience. Course work or experience with Microsoft Office Suite (Word, Excel, Outlook) and related computer software. Satisfactory background check required as a condition of employment.

Employee benefits package includes West Virginia Public Employees Retirement System plan, health insurance, paid vacation leave, paid sick leave and up to eleven paid holidays per year. Normal work hours are 9-5, Monday through Friday. Salary is negotiable. Send resume to:

Mrs. Rebecca Burns, Office Manager  
Jefferson County Dept. of Engineering, Planning & Zoning  
P.O. Box 716  
Charles Town, WV 25414

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

Deadline for applications is Tuesday, January 8, 2018. Position to remain open until filled. The Jefferson County Commission is an Equal Opportunity Employer. Applicants will be treated without regard to race, color, religion, national origin, sex, sexual orientation, marital status, veteran status, or disability, as well as other classifications protected by State and Federal Laws.