

## **Full-Time Opening for Assistant County Clerk**

**Closing Date: Wednesday June 26, 2019**

The Jefferson County Clerk's Office is seeking a motivated professional to fill the role of Assistant County Clerk.

Duties will include data entry, recording, scanning, answering phones, handling cash, document research, map reading, issuing official documents, election duties, customer service, working in a team environment and other duties as asked or required. Interested applicant must have excellent verbal and written communication skills.

High school diploma required. Minimum 3-5 years' office experience preferred.

Applicant must submit a resume and three professional references to Nikki Painter via email to [npainter@jeffersoncountywv.org](mailto:npainter@jeffersoncountywv.org).