

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

Clerk's office seeks candidate to fill the role of Assistant Voter & Elections Clerk.

-Primary Duties: Maintain voter records, register citizens to vote, public outreach, administer countywide elections.

Qualifications: high school diploma or equivalent, 5 years office experience, Microsoft Office, work references, good communication skills, can lift up to 50 pounds, team player, handle stressful and sometimes fast-paced situations, flexibility to work overtime and travel for training

This is a full time position with county benefits.

Resumes should be sent to Nikki Painter via email to npainter@jeffersoncountywv.org.

Resumes will be accepted until August 20, 2021.