

## **Full-Time Opening for Probate Clerk**

**Closing Date: January 23, 2022**

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

Duties will include a variety of high-level clerical tasks related to the operation of the Probate Office including opening and closing of estates, recording wills, and handling sensitive situations with customers that had loved ones recently pass. Other duties include data entry, scanning, answering phones, handling cash, document research, issuing official documents, election duties, working in a team environment and other duties as asked or required.

Interested applicant must have excellent verbal and written communication skills and have the ability to perform very detail oriented tasks.

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

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