

Full Time Deputy Clerk

Jefferson County Circuit Clerk's office

The Jefferson County Circuit Clerk's office seeks a motivated professional to fill the role of Deputy Circuit Clerk. Qualified candidates must have high school diploma or equivalent, with at least 5 years of office work experience, strong attention to detail, with the ability to work in a team environment, handle stressful and sometimes fast-paced environment, keep confidentiality, and other duties as asked or required. Applicant must submit a resume to Tina Renner via email to tina.renner@courtswv.gov