

Deputy Clerk

Fayette County Clerk's Office

The Fayette County Clerk's Office is seeking applicants for a full-time deputy clerk position.

This position will involve a number of clerical duties, in both the Recording Office and the Elections Office.

Duties may include, but are not limited to, the following:

- Recording, scanning and filing documents of various types
- Handling money – receiving payment for services and accurately recording payments
- Answering customers inquiries in person, over the phone, and through email
- Assisting the Elections Clerk with preparations for all elections.

*While this position will be primarily Monday through Friday 8am-4pm; weekend and evening hours will be required during election seasons.

Successful candidates will have any combination of education and experience that would likely provide the required knowledge, skills, and abilities to perform the duties of the job. Candidates with demonstrated prior experience with legal documents and/or highly skilled data entry are preferred.

Salary Range \$24,500 to \$26,500 annually; plus benefits

Please submit resumes and letters of interest to the Clerk's office

By Mail: PO Box 569, Fayetteville, WV 25840

In Person: 100 N Court St, Fayetteville, WV

By Email: fayettecounty@wvsos.com

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