

**Part time position open in the Circuit Clerks Office**

**Job description: scanning and processing of court documents- 20 hours a week**

**Job requirements: experience working with Windows, Excel, Data Entry, & typing 30 wpm**

**Full time position open in the Circuit Clerks Office**

**Job Description: Processing & scanning filed documents, data entry, and some accounting.**

**Job Requirements: Office experience working with Windows, Excel, Data Entry, typing 30 wpm, answering multiple phone lines, some accounting experience would be a plus.**

**If interested in applying for one of these positions, come into the Circuit Clerks office and fill out an application and submit a resume if you have one. You can also email a resume to [crldgway@woodcountywv.com](mailto:crldgway@woodcountywv.com)**