

HELP WANTED - Full Time Deputy Circuit Clerk

Full-time position with the Wood County Circuit Clerk's Office. Applicant must work well with others, must have the ability to communicate clearly and concisely in dealing with both the public and court staff, must possess strong organizational skills, be detail oriented, possess competency in computer skills, be familiar with legal documents and terminology, be able to multi-task, meet deadlines and perform other duties as may be necessary. Experience working in a legal office or the Court System and experience with bookkeeping is preferred.

Please submit resumes to cjones@woodcountywv.com.

The Wood County Circuit Clerk's Office is an equal opportunity employer.