

Part time position open in the Circuit Clerks Office

Job description: scanning and processing of court files, answering multiple phone lines -30 hours a week

Job requirements: experience working with Windows, Excel, Data Entry, scanning & typing 35 wpm. Specialize in quality, speed and process optimization.

Full time position open in the Circuit Clerks Office

Job Description: Processing & scanning filed documents, data entry, and some accounting. Covering Court hearings in designated Courts and the duties required of the Deputy Clerk in the Court room. Proficient in Customer Service Skills, processing payments and balancing a cash drawer.

Job Requirements: Office experience working with Windows, Excel, Data Entry, typing 35 wpm, answering multiple phone lines, some accounting experience would be a plus. Efficiency driven and organized with a team-oriented mentality.

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 cridgway@woodcountywv.com