

The Ohio County Clerk's Office in Wheeling, WV, is looking for a full-time deputy clerk. This position is in a fast paced, face to face professional setting; work-from-home is not an option. The hours are Monday through Friday, from 8:30 am until 5:00pm, with an unpaid 1-hour meal break.

The ideal candidate would be experienced in performing real estate title examinations and would possess an accounting degree/background. This candidate must be personable and must possess excellent oral communication skills; attention to details is a must. Must be able to make point-of-sale by accepting cash or credit cards; and be willing to learn and perform other jobs as assigned.

Candidate should also possess the following qualities: good organizations skills, good time management, ability to keep information confidential, and the ability to communicate with the public and co-workers.

This position will be paid on a salary, paid every other week. The position includes: paid holidays; vacation and sick time; insurance covering health, vision and dental; and provides a retirement program.

Resume with cover letter will be accepted by mail or hand-delivery, until Friday, April 12, 2024, at 4:00 o'clock pm., and addressed as follows:

Michael E. Kelly, Ohio County Clerk  
1500 Chapline Street, Rm 205  
Wheeling, WV 26003

Telephone inquiries will not be accepted. All inquires will be held in strict confidence. Equal opportunity employer.