



# OFFICE OF THE OHIO COUNTY ASSESSOR TIFFANY HOFFMAN

1500 Chapline Street Suite 204  
Wheeling, WV 26003

[www.ohio.wvassessor.com](http://www.ohio.wvassessor.com)

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## FULL TIME DEPUTY CLERK

The Ohio County Assessor's office is seeking a 1 full time deputy clerk.

Location: 1500 Chapline Street Suite 204 Wheeling, WV 26003

Hours: 37.5 (8:30am-5:00pm M-F)

### Summary:

Performs customer service to Ohio County taxpayers.

### **Qualifications:**

- Familiarity with general office duties (Copying, filing, scanning, faxing, emailing, etc)
- Fast and accurate data entry skills
- Strong proficient computer skills such as working on multiple computer systems at one time.
- Exceptional customer service skill, ability to talk to a diverse background of taxpayers and companies.
- Exceptional ability to work under close supervision and follows specific procedures or detailed instructions
- Should have exceptional organizational skills, and interpersonal relationship skills, and the ability to communicate orally and in writing with the ability to work effectively in a fast-paced environment, manage several projects simultaneously, and adjust to frequently changing demands.
- Ability to work in a group/team.
- Ability to maintain confidentiality.

### **Responsibilities:**

- Create accurate accounts in Tax Assessment Software.
- Data Entry of Property Returns in Tax Assessment Software
- Create Supplemental Tax Bills in the Software Systems data base
- Answer Phone and waiting on taxpayers at office counter
- A strong sense of attention to detail and accuracy
- Communicate professionally with taxpayers, attorneys, and companies regarding tax bills and values.
- General office duties copying, filing, scanning, faxing, emailing

**NO PHONE CALLS PLEASE  
EQUAL OPPORTUNITY EMPLOYEE**