

RECRUITMENT ANNOUNCEMENT FOR GENERAL OFFICE CLERK

Monday-Friday 8:00 a.m.–5:00 p.m. Full-time position with County Benefits.

**COMPENSATION NEGOTIABLE DEPENDING ON QUALIFICATIONS
AND EXPERTISE**

The responsibilities of the General Office Clerk are to gather and input data into computer programs, verify accuracy and make necessary corrections, scan and print files as needed, and any other office duties as required. Applicant must have the ability to work independently or under general supervision, effectively communicate both orally and written, and utilize a personal computer and standard office equipment. Applicant should possess:

Customer-service skills.

Detail oriented.

Organizational skills.

Applications are available at the County Council Office , 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401, Monday-Friday, 9:00 a.m.-5:00 p.m. or by visiting <https://www.berkeleywv.org/>.

Return completed applications to Larry A. Hess (Assessor) at 400 West Stephen Street, Suite 208, Martinsburg, WV, 25401.