

Morgan County Assessor's Office is seeking a qualified applicant for the position of
Full-Time Office Deputy
ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS
HEALTH/DENTAL/VISION/LIFE INSURANCE,
WV PUBLIC EMPLOYEE RETIREMENT PLAN - (FT Employee required to participate)
EMPOWER RETIRMENT PLAN-457 (OPTIONAL)
STARTING SALARY \$15 – 40 HOUR WORK WEEK
PAID BI-WEEKLY

Position demands a high degree of public interaction with diplomacy and tact and persons fulfilling this role must perform their duties with significant skill in dealing respectfully and courteously with the public

- Applicant must have professional phone etiquette and the ability to handle inquiries effectively
- Clear and concise email communication
- Attention to detail in managing files, records, and documentation
- Skilled in use of office equipment such as copier, printers, scanning, calculator, etc.
- Must have experience with Microsoft Office software
- Rapid typing skills
- Strong organizational skills with the ability to multitask
- Ability to work under pressure to meet sometimes aggressive deadlines
- Team mentality and willingness to assist in office where ever needed

Applications are available at
THE MORGAN COUNTY ASSESSOR'S OFFICE
77 FAIRFAX STREET, ROOM 103
BERKELEY SPRINGS, WV 25411

OR

County Website @
WWW.MORGANCOUNTYWV.GOV

COMPLETED APPLICATION MAY BE SUBMITTED VIA E-MAIL

Dweaver1@assessor.state.wv.us

OR

MAILED

DEBBIE WEAVER, ASSESSOR
77 FAIRFAX STREET, ROOM 103
BERKELEY SPRINGS, WV 25411

APPLICATION MUST BE RECEIVED NO LATER
FEBRUARY 28, 2025

MORGAN COUNTY COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER