

## FULL-TIME CLERK

The Upshur County Circuit Clerk's Office is accepting applications for a full-time deputy clerk position. The position offers excellent health care benefits and the starting rate of pay will be \$ 8.00 per hour. Duties of this position would include the ability to effectively handle requests from the public, handling numerous telephone requests or inquiries for records that may or may not be confidential in nature, normal office correspondence, filing, and other duties as assigned. Applicants must have at least a high school diploma or equivalent. Typing skills and computer experience are required. Applications must be received by the close of business on September 13, 2010. Interested individuals may pick up an application at the Upshur County Circuit Clerk's Office located on the third floor of the Court House Annex (Room 304), between 8:00 a.m. and 4:30 p.m. Monday thru Friday or download an application at the Upshur County Circuit Clerk's website @ [www.upshurcounty.org](http://www.upshurcounty.org). Please return or mail the application to the following:

Brian P. Gaudet, Circuit Clerk  
38 W. Main Street, Room 304  
Upshur County Court House Annex  
Buckhannon, WV 26201

Please do not make telephone inquiries about this position. Applicants will be subject to a background investigation. Employment with Upshur County is available to all qualified applicants without regard to race, creed, color, national origin, sex, age, or handicap. Upshur County has established a drug free and tobacco free work environment.