



Larry A. Hess, **Assessor**
Berkeley County Assessor's Office
400 West Stephen Street, Suite 208
Martinsburg, West Virginia 25401
www.TheAssessor.org

Position: General Office Clerk

Salary: \$25,000 Annually | 35 hours / wk | 9 - 5 Mon - Fri

Full Time Position w/ County Benefits.

Must be a Berkeley County Resident.

Essential Duties:

- Gather and input data via computer;
- Verify accuracy and make necessary corrections;
- Scan and print files as needed;
- Any other office activities as needed;

Ability to:

- Work independently or under general supervision;
- Effectively communicate both verbally and written;
- Utilize a personal computer and standard office equipment;

Experience and Education:

- High School Diploma of Equivalent;
- Minimum of one (1) year of related experience;
- A combination of education and pertinent experience may be considered;

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Annual Leave, Sick Leave and Holidays:

(The following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- o Employees accumulate annual leave according to the following schedule:

Years of Service	Days Per Month	Days Per Year
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

Health, Retirement, and Misc. Benefits:

- o Regular FT employees required to participate in the WV Public Employee Retirement Plan
- o Life Insurance is available to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs and the employee pays for any dependent coverage elected.
- o Several deferred compensation programs are available.
- o Direct deposit mandatory.

Interested applicants return cover letter and resume to:

Larry A. Hess, Assessor
Berkeley County Assessor’s Office
400 W. Stephen Street, Suite 208
Martinsburg, WV 25401
GeneralClerk@berkeleywv.org

Position reports to: County Assessor

Must Be A Berkeley County Resident

NO PHONE CALLS

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER