



Berkeley County Assessor's Office Personal Property Clerk

SALARY: Negotiable

LOCATION: Martinsburg, WV

JOB TYPE: Full-Time

OPENING DATE: 06/01/2026

DEPARTMENT: Assessor

CLOSING DATE: Until Filled

*****Fluent in Spanish is preferred*****

APPLICATIONS AND OR RESUMES MAY BE SUBMITTED TO THE BERKELEY COUNTY ASSESSOR'S OFFICE, 400 W. STEPHEN STREET, SUITE 106, MARTINSBURG, WV 25401 or lhess1@assessor.state.wv.us.

SUMMARY OF WORK:

Performs a variety of administrative and clerical tasks to support the functions of the Assessor's Office. This position plays a crucial role in maintaining the efficiency and accuracy of property assessment processes, providing excellent customer service, and supporting the administrative functions of the office. Direction is provided by the Personal Property Supervisor.

EXAMPLES OF WORK:

- 1. Data Entry and Management:** Inputting and updating personal property data, ownership records and valuation information into the appropriate systems.
- 2. Customer Service:** Assisting the public in person, over the phone, and via email. Answering inquiries regarding property assessments, tax exemptions, and related processes.
- 3. Document Preparation and Filing:** Preparing, organizing, and maintaining physical and digital files, including property assessment reports, legal documents, and correspondence. Ensuring documents are properly filed and easily retrievable.
- 4. Clerical Support:** Performing routine clerical tasks such as copying, scanning, mailing, and faxing documents.

5. **Reporting and Record Keeping:** Assisting in the preparation of reports related to property assessments and keeping detailed records of transactions and communications.
6. **Research and Verification:** Personal property research and verifying information to assist in the assessment process.

QUALIFICATIONS AND REQUIREMENTS:

- High School Diploma or equivalent.
- At least one (1) year of related office experience.
- Fluent in Spanish is preferable.
- Proficiency in Microsoft Office to include Word and Excel.
- Excellent attention to detail to ensure accuracy in data entry, document preparation, and filing.
- Ability to communicate clearly and courteously with the public. Handling inquiries, complaints, and requests efficiently and professionally.
- Excellent organizational skills to ensure accessibility of documents and files.
- Ability to conduct property research and verify information.

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)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- 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	2.0 days	24 days

Health, Retirement, and Misc. Benefits:

- Regular FT employees required to participate in the WV Public Employee Retirement Plan.
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- 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.
- Several deferred compensation programs are available.
- 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 106
Martinsburg, WV

Position reports to: County Assessor

Must Be A Berkeley County Resident

NO PHONE CALLS

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER