

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](http://WWW.MORGANCOUNTYWV.GOV)

**COMPLETED APPLICATION MAY BE SUBMITTED VIA E-MAIL**

[Dweaver1@assessor.state.wv.us](mailto: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