

ACCOUNTING CLERK 1

MORGANTOWN POLICE DEPARTMENT RECORDS

The City of Morgantown is announcing an opening for a full time Accounting Clerk 1. \$13.50/hr. Employee will perform secretarial, receptionist and clerk type duties. Will enter and maintain electronic and hard copy files. Verify data entry, records and reports. Receives and receipts money for record requests.

QUALIFICATIONS

High school diploma or equivalent

One year experience (or equivalent training and experience) in secretarial skills

Ability to communicate efficiently and effectively both orally and in writing

Ability to handle distraught and/or dissatisfied individuals, both in person and on the phone

Must pass a background investigation

DESIRABLE QUALIFICATIONS

High school education plus office or college education

Education or training in legal terminology/State Law

Individuals interested in this position should submit a resume by January 20, 2012, to City of Morgantown, 389 Spruce St., Morgantown, WV 26505, HR Dept. EOE