



United States District Court Southern District of West Virginia

Career Opportunity

www.wvsd.uscourts.gov

EEO Employer

POSITION:

Administrative Support Clerk

JOB DESCRIPTION:

Provides a variety of clerical, administrative, and technical assistance in areas such as procurement, finance, budget, space and facilities and statistical maintenance.

LOCATION:

Charleston, WV

QUALIFICATIONS:

At least two years responsible clerical, office or other related work required. Strong communication, organizational, and analytical skills, and keyboarding, word processing, and data entry proficiency required. A bachelor's degree is preferred. FBI background check required.

HOW TO APPLY:

Send resume and salary history to Nancy Woodall (Vacancy Announcement 11-CO 02), P.O. Box 2546, Charleston, WV 25329-2546. Must be postmarked by 02/18/2011. Position open until filled.

