The Boone County Clerk’s Office is accepting applications for a Deputy Clerk position. The primary responsibilities shall include, but not be limited to, scanning documents, indexing and recording documents, answering phones, data entry, sending emails, preparing payroll, and administering fringe benefits and employee withholdings.

Please apply by June 27th, 2025.

Send resume to [rtoney@boonecountywv.gov](mailto:rtoney@boonecountywv.gov) or drop off at the Boone County Clerk’s Office at the Boone County Courthouse, Madison, WV.

.

Best regards,

**Roger Toney**

**Boone County Clerk’s Office**

200 State Street, Madison, WV 25130

304-369-7330 office phone