

Employment Opportunity Deputy I Register of Deeds

Applicant must have excellent people skills, computer knowledge and 1-2 years experience in a clerical environment, or any combination of training and experience, proficient in typing, good work ethics, and a high school graduate or equivalent. Key duties involve the issuance of legal documents such as birth, death and marriage certificates, issuing marriage licenses, administering oath of office to Notaries Public, recording and issuance of Military DD214's and assisting the public with copies of real estate recordings. Employee is also responsible for performing routine clerical tasks such as answering the telephone and data entry, etc. The position reports to the Register of Deeds.

Applications are located on the Edgecombe County web page (edgecombecountync.gov) or can be picked up from the Register of Deeds Office located in the Edgecombe County Administration Building, 201 St. Andrew St., Tarboro, NC

Excellent Benefits

Salary: \$23,170

Closing Date: Until Filled

The County of Edgecombe is an Equal Opportunity Employer. Pre-Employment Drug Screen is required and a criminal background check will be performed.