

## Revenue Clerk I

Performs technical work collecting utility payments, tax bills, liens, assessments, licenses and fees over the counter, by mail and phone. Compiles lists, computes taxes for prepayments, delinquent and current taxes. Researches property ownership records and assist the public, mortgage companies and attorneys. Provides tax certifications and refunds. Processes wage garnishments for delinquent taxes. Processes vehicle renewals and related work as apparent or assigned.

High school diploma or GED and considerable experience working in a collections, data entry or clerical environment, or equivalent combination of education and experience. Valid North Carolina driver's license.

**Annual Salary:** \$23,170

**Closing Date:** Open until filled

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at [www.edgecombecountync.gov/](http://www.edgecombecountync.gov/) or applications available at the County Manager's Office, 201 St. Andrews Street, Tarboro, NC 27886. Send application to: Edgecombe County Manager, Attention: Clancie Pullen, Human Resources Director, P. O. Box 10, Tarboro, NC 27886.

Edgecombe County Government is an Equal Opportunity/Affirmative Action Entity and complies with the requirements of the Americans with Disabilities Act. Drug, E-Verify & Criminal background screenings required.