

**VACANCY ANNOUNCEMENT**  
**Edgecombe County Government**  
**Vehicle Registration Clerk**  
**Posted Internal, ESC, County Website**

The Edgecombe County Administration is seeking a qualified applicant for Vehicle Registration Clerk. The position under general supervision performs clerical work in the processing of vehicle registration, titles and related documents for the County operated NC Division of Motor Vehicles. Employees must exercise initiative and independent judgment in performing assigned tasks and ensuring accurate records. Employee must exercise tact, courtesy and firmness in frequent contact with the general public. Reports to the Vehicle Registration Supervisor.

**Knowledge, Skills and Ability:**

General knowledge of methods and procedures used to process forms and receive funds in the registration and licensing office of the State: general knowledge of State Motor Vehicle titling and licensing procedures and practices; general knowledge of modern office practices; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to operate standard office and computer equipment; ability to enter data with speed and accuracy; ability to establish and maintain effective working relationships with associates and general public.

**Education and Experience:**

Graduation from high school and 1 to 2 years of experience in clerical procedures, including some experience in the operation of data entry or computer equipment, and some experience involving public contact; or any equivalent combination of education, training and experience which provides the required skills, knowledge and abilities.

**Salary Range:** \$21,951

**Closing Date:** September 6, 2013

Interested candidates must complete and submit an Edgecombe County Application Form and certified college transcript. The application may be obtained online at [www.edgecombcountync.gov/](http://www.edgecombcountync.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.