

## Vehicle Registration Supervisor

Edgecombe County Tax Administration is accepting applications for a full-time Vehicle Registration Supervisor. This position performs administrative and supervisory work planning and implementing the processing of vehicle registrations, titles and related documents for the county operated NCDMV registration office and collects utility and tax bills, liens, assessments, licenses and fees. Employee must exercise tact, courtesy and firmness in frequent contact with the general public. Work is performed under the general direction of the Deputy Tax Collector.

Work requires comprehensive knowledge of NC Motor Vehicle titling and licensing statutes, procedures and practices. Graduation from high school and 2 to 3 years of supervisory experience in a modern automated office environment, with extensive experience in the operation of data entry or computer equipment, and extensive experience involving public contact; or any equivalent combination of education, training and experience which provides the required skills, knowledge and abilities. Possession of Notary Public commission or ability to obtain one within a reasonable amount of time. Applicant may be required to successively complete three weeks of intensive training through the NC Division of Motor Vehicles prior to beginning work. North Carolina Fundamentals of Property Tax Collection and Listing, Assessment, and Taxation of Property in NC course must be taken as soon as budget allows. Valid North Carolina driver's license, pre-employment drug testing and background check required. Edgecombe County is an Equal Opportunity Employer.

Starting Salary: \$34,233

Deadline Date for Accepting Applications: August 12, 2016

Submit Edgecombe County application to: Edgecombe County Human Resources, located in the County Manager's Office, or you may mail the application to: Clancie Pullen, HR Director, PO Box 10, Tarboro, NC 27886