

## EDGECOMBE COUNTY JOB VACANCY

**Tax Collections - Vehicle Registration Clerk** to process vehicle registration renewals, issue renewal stickers, collect and receipt renewal fees. Process vehicle title work due to ownership changes and other reasons, complete and notarize documents as required by NCDMV, determines, assist public and handle telephone calls as needed, balance cash drawer and prepare bank deposit daily and other related duties.

HS grad. with 1 -2 years clerical experience, data entry and computer equipment, record keeping and public contact or any equivalent combination. Notary Public Commission or ability to obtain and may be required to complete three weeks of intense training through the NC Division of Motor Vehicles prior to beginning work.

Annual Salary: \$21,804

Closing Date: March 15, 2010

Applications available at the Edgecombe County Manager's office, 201 St. Andrew Street, Tarboro, NC, online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov) or may be requested by calling 252-641-7834. Pre-employment drug and criminal screenings required. EOE w/excellent benefits.

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