

EDGECOMBE COUNTY is seeking to fill the following vacancies:

Vehicle Registration Supervisor to supervise and participate in the day to day operations of the County operated NCDMV vehicle registration office, including processing renewals, collecting fees, processing titles, notarizing documents, making bank deposits and producing and filing required reports rate of speed and other related duties.

HS diploma with some supervisory experience and experience in a fiscal office environment. Prefer two-year degree in Accounting or Business or an equivalent combination of education and experience. Valid NC Drivers license, Notary public commission or ability to obtain.

Annual Salary: \$30,680

Closing Date: February 27, 2009

Vehicle Registration Clerk: to process vehicle registration renewals, issue renewal stickers, collect and receipt renewal fees, process title work and provide assistance to the public and other related duties.

HS grad. w/some clerical experience including operation of data entry or computer equipment, record keeping and public contact or any equivalent combination. Notary Public Commission or ability to obtain.

Annual Salary: \$21,804

Closing Date: February 27, 2009

Applications available at the Edgecombe County Manager's Office, 201 St. Andrew Street, Post Office Box 10, Tarboro, NC 27886 or online at www.edgecombecountync.gov. We support a drug free workplace. Drug & Criminal background screening required. AA/EOE.