

EMPLOYMENT OPPORTUNITY
WASHINGTON COUNTY TAX DEPARTMENT
TAX CLERK

Duties of the Tax Clerk include cashier duties including receiving, documenting and processing tax payments; balancing cash drawer and preparing daily deposit; assisting taxpayers personally, by telephone and email; serving as receptionist; administers daily operations of the NC Vehicle Tax System, performs a variety of clerical duties, including various forms of written correspondence, and all other duties as assigned. Position requires a person with good interpersonal communications, strong math skills, ability to multi-task and attention to detail. Must have computer experience, as well as experience with other basic office machinery. Successful candidate must be able to multi-task successfully in a busy office setting. For a complete job description please visit http://www.washconc.org/human_resources-Job_Openings.aspx. Graduation from high school and 1 – 2 years' experience in a business setting or bank (or equivalent training and experience) is required. Salary range \$23,134 - \$33,465. Applications accepted until August 25, 2017. Please mail applications and resume to:

Washington County Tax Administrator
PO Box 1007
Plymouth, NC 27962