

**POSITION AVAILABLE
(CLERK II)**

Colleton County Government is accepting applications from qualified individuals for the position of Clerk II in the Delinquent Tax Office. The successful candidate will under general supervision perform various clerical duties in support of the Delinquent Tax Collector, such as collect and balance monies for taxes on real estate and mobile homes, provide customer assistance and post-tax records.

Requires two (2) years general office, date entry experience and strong communications skills. Knowledge of legal work such as title searches, deed work, etc. is desired. Must also possess the ability to work with the public in a professional manner. A corrected typing test of 35 words per minute (wpm) required. A pre-employment drug screen and a satisfactory background check are also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to jobs@colletoncounty.org. The position will remain open until filled. Only qualified applicants will be considered for an interview. Colleton County Government is an Equal Opportunity Employer.

GRADE: 3
MINIMUM HOURLY RATE: \$10.40
FULL-TIME
SC STATE INSURANCE & RETIREMENT