

**POSITION AVAILABLE**  
**(CLERK III)**

Colleton County Government is accepting applications from qualified individuals for the position of Clerk III in the Auditor's Office. The successful candidate will under general supervision perform a variety of clerical duties in support of the Auditor's Office including assessing the value of various types of property (i.e., motor vehicles, water craft, and motor homes), correcting records, preparing tax bills and assisting the public.

Requires a High School Diploma and some vocational school education/training in clerical/data processing/bookkeeping and one to two years of clerical experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Successful candidate should possess strong computer skills, familiarity with office equipment, strong communications skills, and the ability to work with the public in a pleasant manner. Pre-employment drug screen and satisfactory background check also required.

Submit applications at the nearest S. C. Works Center, the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to [jobs@colletoncounty.org](mailto: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.

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**GRADE: 4**  
**MINIMUM HOURLY RATE OF PAY: \$10.40 (DOQ)**  
**FULL-TIME**  
**SC STATE RETIREMENT & INSURANCE**