

**POSITION AVAILABLE
(CLERK I)**

Colleton County Government is accepting applications from qualified individuals for the position of Clerk I in the County Treasurer's Office. The successful candidate will under general supervision:

- Maintain a balanced cash drawer at all times,
- Collect and process real estate and vehicle tax payments,
- Research all problem (real estate or vehicle) tax payments and resolve all issues,
- Prepare all tax receipts, reconcile all payment transactions, assist with the Delinquent Tax Sale, collect and verify monies from all county departments and distribute paperwork to appropriate areas for posting and deposit,
- Run reports, process mail and perform various other clerical duties.

Requires a high school diploma and a minimum of 2 years' general office experience, excellent communication and people skills, and general computer experience. Bank teller experience preferred. 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

HOURLY RATE OF PAY: \$10.92 - \$13.36 (DOQ)

FULL-TIME

SC STATE RETIREMENT & INSURANCE