



# TYRRELL COUNTY GOVERNMENT

P.O. BOX 449  
108 SOUTH WATER STREET  
COLUMBIA, NC 27925

PHONE: 252.796.1371  
FAX: 252.796.1188

Tyrrell County will be accepting applications until filled for the full-time position of:

## DMV CLERK

**Minimum Education Requirement:** Graduation from high school, or equivalent.

Salary is \$31,638-\$49,830 based on a 35-hour work week. A comprehensive benefits package is included.

### **Job Responsibilities Include But Are Not Limited To:**

- Demonstrate positive customer service with the general public consisting of walk-in customers and customers on the phone. This position serves as initial point of contact with the public regarding DMV matters.
- Review customer's paperwork determining proper forms required, accepting or rejecting a customer's documents by researching all available resources;
- Answer questions regarding license plates, weight increases & decreases, odometer & damage disclosure statements, serial numbers for motorcycles & custom build vehicles, lien recordings, etc.;
- This position will also be the point of contact for typical customer interactions relating to collecting the vehicle property tax such as service inquiries and complaints.
- Maintaining accurate daily financial records of all transactions & balancing all monies at the end of the day;
- Be a liaison between the NC – DMV and County of Tyrrell DMV License Plate Agency. Meet periodically with DMV supervisors;
- Keep up-to-date on NC-DMV laws, policies, and procedures. Must be able to travel for training as necessary.

Applications may be submitted in hard copy format to the Tyrrell County Finance Office, 108 S. Water Street, Columbia, NC 27925. Applications are also available online at [www.tyrrellcounty.org](http://www.tyrrellcounty.org)

*Tyrrell County is an equal opportunity employer.*

