

# COUNTY OF ASHE POSITION VACANCY

## *Motor Vehicle Registration Clerk I*

Ashe County is seeking applications to fill a vacancy in the Tax Administration Department as a Motor Vehicle Registration Clerk. Successful applicant will be responsible for processing vehicle registrations, titles and related documents for the County operated NC Division of Motor Vehicles. Employee must exercise initiative and independent judgment in performing assigned tasks and ensuring accurate records. Applicant must exercise tact, courtesy, and firmness in frequent contact with the general public. Salary: \$38,796.63 annually plus excellent benefits package. For a full job description and a Form PD-107 application, visit [www.ncworks.gov](http://www.ncworks.gov) or [www.ashecountygov.com](http://www.ashecountygov.com), or contact the NC Employment Security Commission at 336-982-5627. Completed applications may be mailed to County of Ashe, Attn: Human Resources, 150 Government Circle Suite 2500, Jefferson NC 28640 or faxed to 336-846-5516. Emailed applications will be accepted at [humanresources@ashecountygov.com](mailto:humanresources@ashecountygov.com). Deadline for applications is Tuesday, December 10<sup>th</sup>, 2024 at 5:00 p.m. Criminal records check and pre-employment drug testing is required. **EOE/AAE**