



Department: Tax Assessor-Collector
Position Title: Part-time Deputy Clerk
FLSA Status: Non - Exempt

Job Description

Issues and maintains files for titles and registrations; assist the general public; performs clerical and administrative duties.

KEY DUTIES AND RESPONSIBILITIES:

- Issue vehicle, vessel and trailer registrations
- Transfer vehicle titles
- Provide excellent customer service
- Other duties as assigned by supervisor

Qualifications

Proficient in Excel, Word, excellent communication skills; Organized; Work well independently and with others;