

Town of Rural Hall



Part-Time Title Clerk License Plate Agency

General Description of Work

This position, as a contractor for the NC Division of Motor Vehicles (DMV), is responsible for the issuance of NC license plates and title work. Work involves the examination of appropriate documents in issuing titles and tags. The employee is responsible for complying with all NC DMV title manual regulations as well as Town policy. This position requires an individual to be able to multitask and prioritize work with minimal supervision, requires strong organizational skills with good follow through and attention to detail.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels; the employee is not subject to adverse environmental conditions. Must possess the visual acuity to determine the accuracy and thoroughness of work, observe general surroundings and activities; and perform research and reading. Should be proficient in Microsoft applications such as Word and Excel.

Essential Functions of the Job

- Issue NC license plates, stickers and process titles once trained.
- Notarize documents as prescribed by the NC Secretary of State;
- Examine documents to meet the requirements of the NC Division of Motor Vehicles;
- Collect and be accountable for monies collected;
- Duties include other responsibilities as assigned, including responding to a declared emergency event.

Knowledge, Skills, and Abilities

General knowledge of standard office practices, procedures, and equipment; thorough knowledge of the operation of a cash drawer and ability to count money and to make change; ability to make mathematical calculations; ability to type and perform data entry accurately; ability to meet the public effectively and in a courteous manner; ability to establish and maintain effective working relationships with employees and the general public; ability to follow oral and written instructions.

Education and Experience

High School graduate or GED equivalent

Experience in title work preferred

Special Requirements

Possession of a valid North Carolina's driver license in good standing and a NC commission as a Notary Public.

Pre-employment drug screen and background check

A notary seal is required for this position. If not currently held, seal must be obtained within 60 days of starting employment.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

Schedule & Compensation

The starting pay is \$16 per hour. Job duties will be performed three days per week—8 hours per day—Monday, Thursday, & Friday 9:00 am – 5:00 pm.

Interested Applicants Should Complete an Employment Application Located on The Town of Rural Hall's Website At www.ruralhall.com. A Detailed Resume with Salary History Should Be Attached to The Application. Submit Town of Rural Hall Application to Dawn Tysor, LPA Supervisor; May Be Hand-delivered to 423 Bethania-Rural Hall Road, or mailed to Town of Rural Hall, ATTN: Dawn Tysor, LPA Supervisor, P.O. Box 549, Rural Hall, NC 27045 Or Via Email To lpasupervisor@ruralhall.com. Position Advertised Both Internally and Externally, And Open Until Filled; Applications reviewed upon submission. The Town of Rural Hall Is an Equal Opportunity Employer.