

OFFICE OF THE COUNTY ADMINISTRATOR

1 PUBLIC SQUARE, ROOM 210

DARLINGTON, SOUTH CAROLINA 29532

(843) 398-4100

FAX (843) 398-9679



Tax Collector's Office

Tax Clerk

Under general supervision performs various duties related to the collection of delinquent taxes. Collects delinquent tax monies and performs related bookkeeping activities; prepares and mails tax notices; prepares various records and reports; and performs assorted clerical duties. Reports to the Tax Collector.

MINIMUM TRAINING AND EXPERIENCE

High school graduate with one to two years of clerical or related experience, preferably with experience in handling money/billing processes; or any equivalent combination of training and experience in a closely related position which provides the required knowledge, skills and abilities.

STARTING SALARY: \$20,343 w/ State benefits

Apply in the Darlington County Administrator's Office, 1 Public Square, Room 210 (Courthouse), Darlington, SC 29532 or obtain an application online at <http://www.Darcosc.com/onlineforms/employmentapplication.pdf>; there are two forms to fill out, the job application and the release of information form, then mail to above address or email to gwinburn@darcosc.com.

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION & RELEASE OF INFORMATION FORM.

EOE/AA