

WANTED

OFFICE ASSISTANT III

Candidate will perform a wide variety of clerical, cashiering and collection duties for the Collections Division in the Finance Department. Candidate will handle service requests, work orders, collect monies, prepare reports and maintain records and related work as apparent or assigned. Candidate must be highly motivated with effective oral and written communication skills. Candidate must possess excellent word processing skills with considerable experience in Microsoft Excel, Microsoft Word and Microsoft Outlook computer applications. Candidate is required to have a valid N.C. driver's license and a high school diploma with a minimum of 1 year of office experience. Excellent benefits and salary starting at \$31,985 annually. Applications can be downloaded from www.tarboro-nc.com and position will be open until filled. Submit applications to:

Town of Tarboro

ATTN: Human Resources

Post Office Box 220

Tarboro, North Carolina 27886

(252) 641-4244

Equal Opportunity Employer