

POSITION AVAILABLE

TAG/TAX CUSTOMER SERVICE REPRESENTATIVE

The Alleghany County Tax/Tag Office is currently accepting applications for a Tag and Tax Customer Service Representative. Under general supervision, this position performs clerical work in the processing of vehicle registrations, titles and related documents for the County operated NCDMV vehicle registration office. Employee must exercise initiative and independent judgment in performing assigned tasks and ensuring accurate records. Also, provides assistance to the public and handles telephone calls as needed. Employee must exercise tact, courtesy, and firmness in frequent contact with the general public. May perform other duties as assigned by the Vehicle Registration Supervisor or Tax Administrator. A complete job description is available upon request.

Education & Experience: Graduation from high school and experience working in a public collection, cashiering, bank teller, accounting, or related role; or an equivalent combination of education and experience. Successful candidates will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Possession of Notary Public commission or ability to obtain one within a reasonable amount of time will be required.

Starting salary is \$37,184 with permanent status after a successful six-month probationary period. Full time benefits include county provided health and life insurance, holiday, sick and vacation pay plus retirement participation in the NC Local Government Retirement System.

Applications are available at the Human Resources Office, 348 South Main Street, RM 160; the Tax Office, 348 South Main Street, RM150, Sparta; and online at www.alleghanycounty-nc.gov. Applications should be returned to Tiffany Boyer, Human Resource Officer, at P.O. Box 366, Sparta, NC, or emailed to Tiffany.Boyer@alleghanycounty-nc.gov. Applications will be accepted until 5:00 p.m. on October 23, 2026. Alleghany County is an EOE.