

**POSITION AVAILABLE  
(PART-TIME CLERK)**

Colleton County Government is accepting applications from qualified individuals for the position of Part-Time Clerk in the County Treasurer's Office. The successful candidate will under general supervision be responsible for collecting and processing real estate and vehicle tax payments from walk-in customers, the mail or e-mail. Will maintain a balanced cash drawer at all times, and provide research assistance and guidance for general public inquiries over the phone, in person, through the mail or by email. Will collect and verify monies from all county departments and distribute paperwork to appropriate areas for posting and deposit. Will reconcile all payment transactions of cash, checks and credit cards within the Manatron Tax Collection software. Will research and resolve all real estate/vehicle problem.

Requires a high school diploma and a minimum of two years' general office experience, excellent communication and people skills, and general computer experience; or any equivalent combination of experience and training which provides the required knowledge, skills and ability. Pre-employment drug screen and a satisfactory background are also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

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**GRADE: 3**  
**HOURLY RATE OF PAY: \$8.52**  
**PART-TIME**  
**SC STATE RETIREMENT**