



## **TOWN OF BELVILLE**

### **Administrative Support Assistant / Tax Collector**

-Belville, NC, pop. 2,011 & growing, located in Brunswick County, NC. Seeking an experienced & energetic Administrative Support Assistant / Tax Collector with excellent public relations skills. Successful candidate's responsibilities will include performing clerical work including filing, typing, answering telephones, posting data, record keeping, inventory maintenance and mail distribution as well as processing tax payments, business licenses and zoning permits. Reports directly to Town Administrator and will have frequent contact with the public. Must have excellent written, oral, organizational and computer skills and will be required to attend occasional night meetings. Diploma or GED equivalent required with two years experience in work as an administrative support professional, or an equivalent combination of education, experience & training. Please refer to website, [www.townofbelville.com](http://www.townofbelville.com), to review a more detailed position description. Grade 11, salary \$25,396 – \$36,223, DOQ/E. Excellent benefits. Closing date September 4, 2014. Submit resume to: Town Clerk, 497 Olde Waterford Way, Suite 205, Belville, NC 28451, [townclerk@townofbelville.com](mailto:townclerk@townofbelville.com), or fax to (910)371-2474. An Equal Opportunity Employer.