



**YANCEY COUNTY
VACANCY ANNOUNCEMENT**

DATE: May 12, 2023

YANCEY COUNTY is seeking a qualified individual for the following position:

TITLE: Motor Vehicle Registration Supervisor
Full-Time Position

DESCRIPTION: Supervises and participates in a wide variety of DMV customer service work in the preparation and maintenance of proper vehicle registrations and license tags; insures proper information for issuance of vehicle titles; transfers titles to show change in ownership; processes requests for duplicate titles and registrations; processes renewals; accepts plates turned in for insurance stops, sold vehicles, etc.; issues handicapped placards and plates; notarizes titles; records liens; corrects titles; adds equipment to existing registration; and performs other DMV work requiring detailed processing of required information and verification.

QUALIFICATIONS: Graduation from a community college with courses in business or accounting, and considerable experience in a billing and/or collections operation involving multiple step tasks or DMV licensing and titling procedures; or an equivalent combination of education and experience.

Possession Notary Public.

Successful completion of DMV Branch Agent course.

LOCATION: Primary duty station for the position is located in Burnsville, N.C.

SALARY: Pay Rate dependent upon education/experience.

TO APPLY: Submit a Yancey County Application to the Yancey County Manager, 110 Town Square, Room 11, Burnsville 28714. Applications are available at the Yancey County Manager's office at 110 Town Square, Room 11, Burnsville or online at www.yanceycountync.gov/employment.

CLOSING DATE: Wednesday, May 31, 2023. Complete Application must be received by 5:00 p.m. in the Yancey County Manager's Office on the closing date. Late applications will not be considered.

HIRING AUTHORITY: The Yancey County Manager is the hiring authority for this position.
Equal Employment Opportunity Employer