

# MURRAY COUNTY JOB ANNOUNCEMENT

## Part Time License Center Clerk

Murray County is taking applications for a part-time License Center Clerk, 20 hours per week, Monday – Friday.

To obtain an application and a detailed job description, contact Murray County Coordinator's Office at 507-836-1149 or inquire on the Murray County website [www.murraycountymn.com](http://www.murraycountymn.com). Application deadline is 4:00 p.m. on November 28<sup>th</sup>, 2018.

### **Duties include but not limited to:**

- Process transactions related driver's licenses, motor vehicle titles and plates, game and fish licenses, boat, snowmobile, and ATV registrations, and any other applicable items related to the License Center.
- Work in various computer programs for processing transactions, preparing reports, and looking up information. Balance funds received and prepare bank deposits.
- Maintain necessary inventory of manuals, informational materials, and other supplies. Maintaining knowledge in regulations related to the License Center.

**Qualifications:** Minimum of a H.S. Diploma/GED and one-year prior office experience. Valid MN Driver's License. Ability to effectively communicate verbally and in writing and the ability to learn web based DVS program as well as MN DNR computer programs.

For detailed listing of duties and qualifications see job description.

All application materials must be received by the County Coordinator's Department by the closing date of the position posting. Late application materials will not be considered. Murray County is not responsible for failure of other agencies, Internet service providers or postal services to forward applications by the closing date. Applications may be rejected when the county is not able to verify answers to the supplemental questions, or when applications are incomplete. All applications shall include the applicants signature and date of application.

**Salary Range: \$16.75 – \$21.78** per hour

**Contact:** Murray County Coordinator's Office by 4:00 p.m. on November 28<sup>th</sup>, 2018  
Phone: 507-836-1149

**Posted:** November 7, 2018