

Position available for the Clerk in the Town of Hurt. Good computer skills are a necessity. Accounting, Personal Property, Real Estate Tax experience beneficial. High school diploma is required and (2) year associate degree preferred. General office and managerial skills are a must. Position includes Record Keeping, Billing and Collection, Delinquent Debt Collection, Applying Tax Abatements, provide clerical functions for the Public Works Director such as assisting in billing, late water reports, projects filings and updates, ETC. Good people skills are required and a must. Salary is negotiable depending on experience. Applicants must have a valid Driver's License. Applications and Job description can be picked up at Town Hall in Hurt or on website Townofhurtva.gov. Call 434-608-0554 with questions or to request information.