

Rice County Treasurer's Office

Motor Vehicle/Tax Clerk

High School Diploma supplemented with training in accounting or general business subjects

Exceptional public relation skills

Considerable knowledge of office and accounting principles and practices

Considerable Computer knowledge

Process Applications for titles on vehicles, registration, sell vehicle tags and collect fees

Carry out responsibilities pertaining to the Motor Vehicle Department

Driver's license renewals and collect fees

Collect property taxes

Bilingual preferred

Please send resume to:

Rice County Treasurer

101 West Commercial

Lyons, KS 67554

Or email to: rsmith@ricecocths.com