



## **FRANKLIN COUNTY GOVERNMENT CAREER OPPORTUNITY**

**Applications / Resumes must be received no later than May 9, 2025**

**Job Title:** Clerk  
**FLSA Status:** Hourly  
**Location:** Franklin County Clerk Office

### **Position Overview**

- Full time position
- Benefit Package including TCRS – Retirement; Health, Dental, Vision insurance; Paid time off and holidays

### **Qualifications**

- Applicant must be at least eighteen years old, be a citizen of the United States, be a high school graduate or possess its equivalency, which shall include a general educational development (GED)
- Experience in Customer Service
- Strong organizational skills and attention to detail
- Excellent Verbal and written communication skills
- Ability to multi-task in a fast-paced environment
- Proficient in Microsoft Office Suite and Data entry programs
- Ability to work an adding machine, computer, copier, fax, and scanner

### **Duties/Responsibilities**

- Issue County Tags for vehicles/Manufactured Housing and Boat Decals
- Issue Marriage license in compliance with TCA code
- Process payments and issue receipts
- Accept Notary applications
- Filing
- Balancing Cash drawer with receipts daily
- Customer Service

### **PHYSICAL REQUIREMENTS:**

- Be able to lift boxes of license plates
- Be able to lift office record books from and to the shelf

### **How to Apply**

**Please send resumes and cover letters to:**  
[tinasanders@franklincotn.gov](mailto:tinasanders@franklincotn.gov)

Franklin County Government provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.