



# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	6/22/2026	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>HUMAN RESOURCES ASSISTANT</b>	
<b>DEPARTMENT</b>	<b>COMMISSION OFFICE / PERSONNEL DEPARTMENT</b>	
<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal (Monday thru Friday Office Hours.) Must be able to work non-traditional hours if needed in emergency situations.	
<b>PAY GRADE</b>	<b>Grade C4, Step TBD (based on qualifications and experience)</b>	
<b>POSITION DESCRIPTION</b>	The employee provides administrative support to the Cullman County Personnel Department. The major areas of support are recruiting and staffing; employee orientation; benefits administration; and general clerical support. Other duties may be assigned.	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>• Knowledge of county and departmental rules, regulations, procedures and policies. (May be learned on-the-job.)</li> <li>• Knowledge of basic office practices including typing, filing, copying, and scanning, etc.</li> <li>• Data entry skills to accurately type information into spreadsheets and databases.</li> <li>• Ability to use a scanner, copier, and fax machine.</li> <li>• Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), etc.</li> <li>• Knowledge of federal and state laws pertaining to personnel activities.</li> <li>• Organizational skills to be able to manage multiple tasks/assignments simultaneously.</li> <li>• Ability to communicate effectively with elected officials, co-workers and the general public.</li> <li>• Must possess exemplary attendance habits due to the time sensitive nature of position duties.</li> <li>• Must possess a valid driver's license and have a driving record that meets the county's insurance company's standards.</li> </ul>	
<b>EDUCATION</b>	Associate's degree in human resources or related field and 2 years work related experience preferred; however, any combination of education and administrative work experience will be considered.	
<b>HOW TO APPLY</b>	Employment applications are available on our website at <a href="http://www.co.cullman.al.us">www.co.cullman.al.us</a> , or from the Personnel Department at the County Courthouse, 500 2 <sup>nd</sup> Ave SW-Room 109, Cullman, AL 35055.  Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or: <div style="text-align: center;">             Mailed to: 500 2<sup>nd</sup> Ave SW, Cullman, AL 35055              Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a>              Faxed to: (256) 775-4670              The Personnel Department may be contacted at (256) 775-4884           </div>	

*Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected status.*