



# CULLMAN COUNTY COMMISSION

## VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	<b>6/15/2021</b>	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>PROBATE LICENSE CLERK</b>	
<b>DEPARTMENT</b>	<b>PROBATE OFFICE</b>	
<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal Office Hours, Monday-Friday 8:00am-4:30pm. Occasional Overtime may be required.	
<b>PAY GRADE</b>	<b>Grade TBD, Step TBD (based on skills/experience)</b>	
<b>POSITION DESCRIPTION</b>	The employee will be responsible for License issuance in the Probate office. Must provide superior service and be effective and efficient. Employee must be a self-starter, able to prioritize and multi-task work demands and to be able to maintain a professional demeanor. Must be able to pay attention to detail and have the ability to work quickly and accurately. Assists in other areas of the Probate Office, such as recording documents, probate court, etc. Other duties may be assigned.	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>• General knowledge of the Licenses and Probate Office</li> <li>• General knowledge of county rules, regulations, policies and procedures.</li> <li>• Must have knowledge of computers and have computer skills. Knowledge of Microsoft Office and Excel would be helpful.</li> <li>• Must possess ability to positively communicate and interact with supervisors, co-workers, attorneys, and the general public.</li> <li>• Must possess reading skills to comprehend documents and follow instructions. Must be able to write and prepare letters professionally.</li> <li>• Must be able to handle money accurately and calculate mathematical equations. Must accurately reconcile daily work. Must maintain accurate records.</li> <li>• Must be able to operate various basic office equipment such as: Adding, Fax, Copy Machines, etc. Must answer phone professionally to provide service to the customer.</li> </ul>	
<b>EDUCATION</b>	Must possess a high school diploma or equivalent and/or equivalent combination of education and experience which provides the characteristics listed above.	
<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) 775-4891           </div>	

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