

Jeff Clemons
Chairman

John Bullard
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

January 8, 2021

NOTICE OF JOB VACANCY

Department with Vacancy: **Probate Office**

Job Title: **Recording Clerk**

Schedule and Grade for Position: Office Hours, Monday-Friday 8:00 am – 4:30 pm
Occasional Overtime may be required
Grade TBD, Step TBD (based upon skills and experience)

Position Description: The employee records legal documents for the public; including deeds, mortgages, power of attorneys, releases, etc. Collects appropriate filing fees. Prepares daily reports. Assists customers and is responsible for verifying all documents. Assists in other areas of the Probate Office, such as selling licenses, probate court, etc. Other duties may be assigned.

Requirements for Position:

- Knowledge of office practices.
- General knowledge of probate and recording policies and procedures for Recording Department. (May be obtained on the job)
- General knowledge of county rules, regulations, policies and procedures. (May be obtained on the job)
- Must have knowledge of computers and have computer skills. Knowledge of Microsoft Office and Excel would be helpful.
- Must possess reading skills to comprehend documents and review for accuracy.
- Must possess math skills to calculate and collect fees.
- Ability to communicate effectively with co-workers and the general public.
- 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.
- Must possess a valid driver's license.

Education: Must possess a high school diploma (or equivalent) along with work related experience preferred; however any combination of education and work experience which provides the qualifications listed above will be considered.

Any qualified candidate interested in the vacant position should contact Judy Bradford in the Personnel Department, located in the county courthouse, to fill out an application. Applications are also available for download at www.co.cullman.al.us
Applications will be taken from 8:00am Friday, January 8, 2021 until position is filled. (Posted for a minimum of 7 days).

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER