



# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	7/12/2021	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>RECORDING 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 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.	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>• Knowledge of office practices.</li> <li>• General knowledge of probate and recording policies and procedures for Recording Department. (May be obtained on the job)</li> <li>• General knowledge of county rules, regulations, policies and procedures. (May be obtained on the job)</li> <li>• Must have knowledge of computers and have computer skills. Knowledge of Microsoft Office and Excel would be helpful.</li> <li>• Must possess reading skills to comprehend documents and review for accuracy.</li> <li>• Must possess math skills to calculate and collect fees.</li> <li>• Ability to communicate effectively with co-workers and the general public.</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> <li>• Must possess a valid driver's license.</li> </ul>	
<b>EDUCATION</b>	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.	
<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>	

*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.*