

Kenneth Walker
Chairman

Gary Teichmiller
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

June 8, 2018

NOTICE OF JOB VACANCY

Department with Vacancy: **Probate Office**

Job Title: **Driver License Clerk**

Schedule and Grade for Position: Office Hours, Monday-Friday 8:00 am – 4:30 pm
Occasional Overtime may be required
Grade 3, Step TBD (based upon skills/experience)

Position Description: The employee issues Driver License renewals, CDL renewals and Non-Driver State I.D. renewals. Prepares reports and files daily receipts. Prepares inventory and orders driver license supplies. Answers phone and assists customers. Assists in other areas of the Probate Office, such as recording documents, selling licenses, etc. Other duties may be assigned.

Requirements for Position:

- General knowledge of State laws relating to Driver License.
- General knowledge of county rules, regulations, policies and procedures.
- Reading skills to comprehend laws, regulations, guidelines and written instructions.
- Writing skills to complete forms, reports and work related correspondence.
- Math skills to prepare receipts, determine fees, etc.
- Ability to communicate effectively with co-workers, general public and State Agencies.
- Ability to use various office equipment such as computer, camera, adding machine, 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 and/or equivalent combination of education and experience which provides the characteristics listed above.

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 Monday, June 11, 2018 until position is filled. (Posted for a minimum of 7 days).

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER