



CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	7/19/2021	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	CSR III (Customer Service Representative III)	
DEPARTMENT	SALES TAX	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
PAY GRADE	Grade C4, Step TBD (based on skills/experience)	
POSITION DESCRIPTION	<p>The employee will be responsible for clerical and reception duties for the Sales Tax Office. Opens and sorts mail. Verifies payment amounts. Receives payments in person and provides receipts. Answers the telephone and greets customers. CSR III will have the ability to be crossed trained in multiple positions within the Department. Other duties may be assigned.</p>	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> • Must be able to provide clerical support to the Sales Tax Department: Direct phone calls and take messages, assists the public in completing forms, filing records, etc. • Knowledge of office procedures and standard office machines and equipment. • Ability to establish and maintain effective working relationships with superiors and associates. • Previous experience in data entry and cash receipting would be helpful. • Possess the skills to deal with sensitive matters in a tactful manner. Follows up on delinquent tax accounts as needed. • Must be able to run errands as needed-Post office, Courthouse, City Hall, etc. • Must possess a valid Alabama driver license and be in compliance with the County's insurance requirements for operating a county vehicle. 	
EDUCATION	<p>A High school diploma or equivalent is required. Must be able to become Certified as a County Revenue Officer, within a set amount of time from being hired.</p>	
HOW TO APPLY	<p>Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;"> Mailed to: 500 2nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670 The Personnel Department may be contacted at (256) 775-4891 </p>	

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.