



# CULLMAN COUNTY COMMISSION

## VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	6/12/2026	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	CSR (CUSTOMER SERVICE REPRESENTATIVE)	
DEPARTMENT	WATER DEPARTMENT	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
PAY GRADE	Grade C2, Step TBD (based on skills/experience)	
POSITION DESCRIPTION	Employee will assist all walk-in customers, answer all phone calls, and assist customers with their accounts, service orders and dispatches to service crew when needed. Also, calls in all emergency and 48-hour line locates. Not every employee in this job will necessarily be assigned to every task. Other duties as assigned.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> <li>• Knowledge of office practices.</li> <li>• Reading skills to comprehend policies, procedures and regulations.</li> <li>• Writing skills to prepare receipts and work orders.</li> <li>• Math skills to prepare bills, receipts and bank statement.</li> <li>• Ability to work with money.</li> <li>• Ability to communicate effectively with co-workers, supervisors and the general public.</li> <li>• Ability to operate office equipment; computer, copier, calculator, fax machine, etc.</li> </ul>	
EDUCATION	Must possess a high school diploma or equivalent. Course work in data entry and some experience working with the public preferred; however, any combination of education and experience which provides the characteristics listed above will be considered.	
HOW TO APPLY	<p>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.</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 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) 775-4884</p>	

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