

Kenneth Walker
Chairman

Gary Teichmiller
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

May 14, 2019

NOTICE OF JOB VACANCY

Department with Vacancy: **Water Department**

Job Title: **CSR I (Customer Service Representative)**

Schedule and Grade for Position: Full-Time
\$TBD, Grade C2, Step TBD (based on qualifications and experience)

Position Description: Employee accepts and receipts payments. Assists to fill out applications and posts information to customer accounts. Balances bills with checks and cash received. Prepares service orders and dispatches service workers. Assists at front counter as needed. Other duties as assigned.

Requirements for Position:

- Knowledge of office practices.
- Reading skills to comprehend policies, procedures and regulations.
- Writing skills to prepare receipts and work orders.
- Math skills to prepare bills, receipts and bank statement.
- Ability to work with money.
- Ability to communicate effectively with co-workers, supervisors and the general public.
- Ability to operate office equipment; computer, copier, calculator, fax machine, etc.

Education High School Diploma or GED. 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.

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 Tuesday, May 14, 2019 until position is filled. (Posted for a minimum of 7 days).

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER