

Kenneth Walker
Chairman

Gary Teichmiller
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

May 19, 2017

NOTICE OF JOB VACANCY

Department with Vacancy: **Probate Office**

Job Title: **Probate Court Clerk**

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

Position Description: The employee receives, date stamps and records documents, maintains files, collects fees, and posts entries. Opens mail, answers the phone, sends bills for court costs and assists in all areas of probate court as necessary. Must provide superior service and be effective and efficient. Employee must be a self-starter, able to prioritize and multi-task work demands and be able to maintain a professional demeanor. Must be able to pay attention to detail and have the ability to work quickly and accurately. 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 and terminology related to Probate Office
- General knowledge of preparing court documents such as orders, notices, etc.
- General knowledge of county rules, regulations, policies and procedures.
- Must have knowledge of computers and have computer skills. Knowledge of Microsoft Office and Excel would be helpful.
- Must possess ability to positively communicate and interact with supervisors, co-workers, State Agencies, attorneys and the general public.
- Must possess reading skills to comprehend documents and review for accuracy.
- Must possess math skills to calculate fees, court costs and billing.
- 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.
- Must possess a valid driver's license

Education: Must possess a high school diploma or equivalent.

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 Friday, May 19, 2017 until 4:30pm Friday, May 26, 2017.

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER