

Kenneth Walker
Chairman

Gary Teichmiller
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

May 16, 2017

NOTICE OF JOB VACANCY

Department with Vacancy: **Probate Office**

Job Title: **Probate License 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/experience)

Position Description: The employee will be responsible for License issuance in the Probate office. Must provide superior service and be effective and efficient. Employee must be a self-starter, able to prioritize and multi-task work demands and to 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, probate court, etc. Other duties may be assigned.

Requirements for Position:

- General knowledge of the Licenses and Probate Office
- 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, attorneys and the general public.
- Must possess reading skills to comprehend documents and follow instructions. Must be able to write and prepare letters professionally.
- Must be able to handle money accurately and calculate mathematical equations. Must accurately reconcile daily work. Must maintain accurate records.
- 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.

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 Tuesday, May 16, 2017 until 4:30pm Tuesday, May 23, 2017.

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER