



CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	12/13/2023	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	PARTS AND INVENTORY CLERK	
DEPARTMENT	COUNTY GARAGE	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
PAY GRADE	Grade C4, Step TBA (based on skills/experience)	
POSITION DESCRIPTION	<p>The employee maintains inventory of parts and supplies for the County Garage. Travels to vendors to pick up parts/supplies as needed. Other duties as required.</p>	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> • Knowledge of products and product terminology related to department activities. • Ability to interpret specifications and communicate specifications to vendors. • Ability to organize work and maintain accurate records. • Ability to effectively communicate with co-workers, supervisors and vendors via telephone and in person. • Math skills to perform basic arithmetic operations and maintain inventory records. • Writing skills to complete forms and reports. • Reading skills to read and understand manuals, parts lists, directives, etc. • Knowledge of basic office practices, with proficiency in computer skills (Microsoft Word, Excel, etc.) • Must possess a valid Alabama driver’s license and have a driving record that meets standards set by the county’s insurance carrier. <p>This is a “safety-sensitive” position. Successful candidate must pass a pre-employment drug test and will be subject to random unannounced drug testing throughout employment with the County in a “safety-sensitive” position.</p>	
EDUCATION	<p>Must possess a high school diploma or equivalent. 2 years of work related experience is preferred.</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) 775-4879 </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.