



# CULLMAN COUNTY COMMISSION

## VACANCY ANNOUNCEMENT

### INTERNAL POSTING ONLY

| VACANCY                          | POSTING DATE   | CLOSING DATE  |
|----------------------------------|--|---|
| <b>NON-EXEMPT POSITION</b>       | <b>4/9/2024</b>  | <b>POSTED UNTIL POSITION IS FILLED<br/>(POSTED FOR A MINIMUM OF 7 DAYS)</b> |
| <b>JOB TITLE</b>                 | <b>SR CSR (CDL)</b>  |   |
| <b>DEPARTMENT</b>                | <b>CARTS</b>   |   |
| <b>STATUS</b>                    | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal   |   |
| <b>PAY GRADE</b>                 | <b>Grade C4, Step TBD</b>  |   |
| <b>POSITION DESCRIPTION</b>      | <p>The employee enters work related data into the computer system and provides clerical assistance to the Assistant Director. Assists in bookkeeping and relieves dispatcher as needed. Organizes and maintains records of drivers' hours and bus maintenance. Fills in as a bus or van driver if needed. Other duties may be assigned.</p>  |   |
| <b>REQUIREMENTS FOR POSITION</b> | <ul style="list-style-type: none"> <li>Knowledge of general office practices and procedures.</li> <li>Computer skills to enter data into computer system such as bus routes and number of miles driven; update records as needed.</li> <li>Knowledge of basic bookkeeping procedures. Must be able to maintain records for bookkeeping and prepare monthly and quarterly reports.</li> <li>Must be able to assist with program outreach; sell advertising, develop flyers, and brochures.</li> <li>Must possess a valid Alabama CDL license with passenger endorsement. May drive a bus or van if needed.</li> <li>Must have a driving record that meets standards set by the county's insurance carrier.</li> <li>Ability to communicate effectively with co-workers, program participants, volunteers, and the general public.</li> </ul> <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> |   |
| <b>EDUCATION</b>                 | <p>Must possess a high school diploma or equivalent, including coursework in keyboarding and 2 years work related experience preferred.</p>  |   |
| <b>HOW TO APPLY</b>              | <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<br/> Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a><br/> Faxed to: (256) 775-4670<br/> The Personnel Department may be contacted at (256) 775-4884 </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.*