



# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

| VACANCY                          | POSTING DATE  | CLOSING DATE  |
|----------------------------------|---|---|
| <b>NON-EXEMPT POSITION</b>       | 1/27/2025   | <b>POSTED UNTIL POSITION IS FILLED<br/>(POSTED FOR A MINIMUM OF 7 DAYS)</b> |
| <b>JOB TITLE</b>                 | <b>HUMAN RESOURCES ADMINISTRATOR</b>  |   |
| <b>DEPARTMENT</b>                | <b>COMMISSION OFFICE / PERSONNEL DEPARTMENT</b>   |   |
| <b>STATUS</b>                    | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal<br>(Monday thru Friday Office Hours.) Must be able to work non-traditional hours if needed in emergency situations.  |   |
| <b>PAY GRADE</b>                 | <b>Grade C5, Step TBD (based on qualifications and experience)</b>  |   |
| <b>POSITION DESCRIPTION</b>      | The employee provides administrative support to the Cullman County Personnel Department. Major areas of support are: recruiting and staffing; benefits administration; primary payroll back-up; and general clerical support. Other duties may be assigned.   |   |
| <b>REQUIREMENTS FOR POSITION</b> | <ul style="list-style-type: none"> <li>• Knowledge of county and departmental rules, regulations, procedures and policies. (May be learned on-the-job.)</li> <li>• Knowledge of basic office practices including typing, filing, copying, scanning, Microsoft Office (Word, Excel, PowerPoint, Outlook), etc.</li> <li>• Knowledge of federal and state laws pertaining to payroll and personnel activities.</li> <li>• Knowledge of payroll administration; including tax filing.</li> <li>• Organizational skills to be able to manage multiple tasks/assignments simultaneously.</li> <li>• Ability to communicate effectively with elected officials, co-workers and the general public.</li> <li>• Ability to establish and maintain effective working relationships with elected officials, co-workers and the general public.</li> <li>• Must possess exemplary attendance habits due to the time sensitive nature of position duties.</li> <li>• Must possess a valid Alabama driver's license and a driving record that meets the county's insurance company's standards.</li> </ul> |   |
| <b>EDUCATION</b>                 | Associate's Degree in Human Resources or related field and 2 years work experience in Personnel/Payroll preferred; however, any combination of education and administrative work experience will be considered.   |   |
| <b>HOW TO APPLY</b>              | 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.<br><br>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:<br><div 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           </div>  |   |

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