CULLMAN COUNTY COMMISSION
VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	**11/9/2026**	**POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)**
JOB TITLE	**HUMAN RESOURCES ASSISTANT**	
DEPARTMENT	**COMMISSION OFFICE / PERSONNEL DEPARTMENT**	
STATUS	☒ Full-time ☐ Part-time ☐ Temporary/Seasonal (Monday thru Friday Office Hours.) Must be able to work non-traditional hours if needed in emergency situations.	
PAY GRADE	**Grade C4, Step TBD (based on qualifications and experience)**	
POSITION DESCRIPTION	The employee provides administrative support to the Cullman County Personnel Department. The major areas of support are recruiting and staffing; employee orientation; benefits administration; and general clerical support. Other duties may be assigned.	
REQUIREMENTS FOR POSITION	• Knowledge of county and departmental rules, regulations, procedures and policies. (May be learned on-the-job.) • Knowledge of basic office practices including typing, filing, copying, and scanning, etc. • Data entry skills to accurately type information into spreadsheets and databases. • Ability to use a scanner, copier, and fax machine. • Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), etc. • Knowledge of federal and state laws pertaining to personnel activities. • Organizational skills to be able to manage multiple tasks/assignments simultaneously. • Ability to communicate effectively with elected officials, co-workers and the general public. • Must possess exemplary attendance habits due to the time sensitive nature of position duties. • Must possess a valid driver's license and have a driving record that meets the county's insurance company's standards.	
EDUCATION	Associate's degree in human resources or related field and 2 years work related experience preferred; however, any combination of education and administrative work experience will be considered.	
HOW TO APPLY	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. Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or: 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) 775-4884	

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.