



# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	2/26/2024	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>COURT CLERK</b>	
<b>DEPARTMENT</b>	<b>PROBATE OFFICE</b>	
<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal Office Hours, Monday-Friday 8:00am-4:30pm. Occasional Overtime may be required.	
<b>PAY GRADE</b>	<b>Grade TBD, Step TBD</b> (based on skills/experience)	
<b>POSITION DESCRIPTION</b>	The employee receives, date stamps and records documents, maintains files, collects fees, posts entries, provides customer service, opens mail, answers the phone, sends bills for court costs, and assists in all areas of probate court as necessary. Other duties may be assigned.	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>• General knowledge of state laws and terminology related to Probate Office</li> <li>• General knowledge of preparing court documents such as orders, notices, etc.</li> <li>• General knowledge of county rules, regulations, policies and procedures.</li> <li>• Must have knowledge of computers and have computer skills. Knowledge of Microsoft Office and Excel would be helpful.</li> <li>• Must possess ability to positively communicate and interact with supervisors, co-workers, State Agencies, attorneys and the general public.</li> <li>• Must possess reading skills to comprehend documents and review for accuracy.</li> <li>• Must possess math skills to calculate fees, court costs and billing.</li> <li>• 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.</li> <li>• Must possess a valid Alabama driver's license and have a driving record that meets standards set by the County's insurance carrier.</li> </ul>	
<b>EDUCATION</b>	Must possess a high school diploma (or equivalent) along with work related experience preferred; however, any combination of education and work experience which provides the qualifications listed above 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.  Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:  <div style="text-align: center;">             Mailed to: 500 2<sup>nd</sup> Ave SW, Cullman, AL 35055              Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a>              Faxed to: (256) 775-4670              The Personnel Department may be contacted at (256) 775-4891           </div>	

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