



CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

| VACANCY | POSTING DATE | CLOSING DATE |
|----------------------------------|---|---|
| NON-EXEMPT POSITION | 11/16/2021 | POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS) |
| JOB TITLE | LICENSE/RECORDING CLERK | |
| DEPARTMENT | PROBATE OFFICE | |
| STATUS | <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. | |
| PAY GRADE | Grade C3, Step TBD (based on skills/experience) | |
| POSITION DESCRIPTION | The employee is responsible for selling Boat License, Business License, Hunting and Fishing License, and Driver License. Collects appropriate fees, preparing daily reports, assisting customers, answering phone calls, preparing various reports, keeping inventory, and ordering supplies as needed. The employee issues Driver License renewals, CDL renewals, and Non-Driver State Id renewals. Prepares reports and files daily receipts. Prepares inventory and orders Driver license supplies. Records legal documents for the public including deeds, marriage certificates, mortgages, power of attorneys, releases, etc. Responsible for indexing all recorded documents and other duties as assigned. | |
| REQUIREMENTS FOR POSITION | <ul style="list-style-type: none"> • General knowledge of State laws relating to License Department and Probate Office. (May be obtained on the job) • General knowledge of County rules, regulations, policies, and procedures (May be obtained on the job). • Must have knowledge of computers and have computer skills. Knowledge of Microsoft Office and Excel would be helpful. • Ability to communicate effectively with co-workers and the general public. • Must possess reading skills to comprehend documents and review for accuracy. • Must be able to handle money accurately to collect fees and reconcile work. • 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. | |
| EDUCATION | Must possess a high school diploma or equivalent and/or equivalent combination of education and experience which provides the characteristics listed above. | |
| 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 2 nd 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 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) 775-4891 </div> | |

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.