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	**REVENUE CLERK**	
DEPARTMENT	**REVENUE OFFICE**	
STATUS	☒ Full-time ☐ Part-time ☐ Temporary/Seasonal (Office Hours, Monday-Friday 8:00am -4:30 pm. Occasional overtime may be required.)	
PAY GRADE	**Grade C3, Step TBD (based on skills/experience)**	
POSITION DESCRIPTION	The employee is responsible for performing the duties of the Revenue department staff, which includes registering motor vehicles, submitting motor vehicle and manufactured home titles to the Alabama Department of Revenue, property assessing and collecting, and reviewing mapping and appraisal activities. This employee provides assistance to the public in accessing property information and understanding the assessment process and maintains computerized property records. The employee may be assigned other duties that are not specifically included herein.	
REQUIREMENTS FOR POSITION	• Knowledge of county rules, regulations, policies, and procedures. • Knowledge of the motor vehicle collection system (Assurance/Nitorco) and the Alabama Department of Revenue motor vehicle systems. • Math skills to calculate taxes and motor vehicle registrations, etc. • Reading skills to comprehend manuals, directives, policies, and procedures. • Ability to handle money and make correct change. • Writing skills to clearly prepare receipts, forms, and other work-related documents. • Ability to operate basic office equipment including computer skills to enter data. • Ability to communicate effectively with supervisors, co-workers, and the general public. • Must have a valid driver's license and an acceptable driving record that meets the County insurance carrier's standards for coverage	
EDUCATION	Must possess a high school diploma or equivalent and five years of experience preferred.	
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.