



CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	9/23/2024	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	CSR (CUSTOMER SERVICE REPRESENTATIVE)	
DEPARTMENT	WATER DEPARTMENT	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
PAY GRADE	Grade C2, Step TBD (based on skills/experience)	
POSITION DESCRIPTION	Employee will assist all walk-in customers, answer all phone calls, and assist customers with their accounts, service orders and dispatches to service crew when needed. Also, calls in all emergency and 48-hour line locates. Not every employee in this job will necessarily be assigned to every task. Other duties as assigned.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none">• Knowledge of office practices.• Reading skills to comprehend policies, procedures and regulations.• Writing skills to prepare receipts and work orders.• Math skills to prepare bills, receipts and bank statement.• Ability to work with money.• Ability to communicate effectively with co-workers, supervisors and the general public.• Ability to operate office equipment; computer, copier, calculator, fax machine, etc.	
EDUCATION	Must possess a high school diploma or equivalent. Course work in data entry and some experience working with the public preferred; however, any combination of education and experience which provides the characteristics listed above will be considered.	
HOW TO APPLY	<p>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.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p 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) 775-4884</p>	

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.