

# CULLMAN COUNTY COMMISSION

## VACANCY ANNOUNCEMENT

### INTERNAL POSTING ONLY

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	5/2/2024	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	REVENUE CLERK	
DEPARTMENT	REVENUE OFFICE	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal (Office Hours, Monday-Friday 8:00am -4:30 pm. Occasional overtime may be required.)	
PAY GRADE	Grade C3, Step 0 (\$12.67/hr)	
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	<ul style="list-style-type: none"> <li>Knowledge of county rules, regulations, policies, and procedures.</li> <li>Knowledge of the Motor Vehicle Collection System &amp; the State of Alabama system.</li> <li>Reading skills to comprehend manuals, directives, policies, and procedures.</li> <li>Ability to handle money and make correct change.</li> <li>Writing skills to clearly prepare receipts, forms, and other work-related documents.</li> <li>Ability to operate basic office equipment including computer systems.</li> <li>Ability to communicate effectively with supervisors, co-workers, and the general public.</li> <li>Must have a valid driver's license and an acceptable driving record that meets the County insurance carrier's standards for coverage</li> </ul>	
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 <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) 775-4884           </div>	

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