



# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

## Temporary Position

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	6/24/2025	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	CSR	
DEPARTMENT	ROAD DEPARTMENT – ENGINEERING OFFICE	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <b>Temporary position for up to 90 day assignment</b>	
PAY GRADE	Grade C1, Step 10 (\$14.56)	
POSITION DESCRIPTION	The employee performs clerical and receptionist duties for the Road Department and the Engineering Department. Prepares and maintains various records, reports, and correspondence of a technical nature. Other duties as assigned.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"><li>• Knowledge of general office procedures.</li><li>• Ability to operate basic office equipment.</li><li>• Math skills to compile payroll, prepare requisitions, etc.</li><li>• Ability to communicate effectively with co-workers, supervisors, elected officials and the general public.</li><li>• Ability to interpret maps and legal documents.</li><li>• Ability to work non-standard hours, including holidays and weekends in emergency situations.</li><li>• Knowledge of Cullman County Road system.</li><li>• Knowledge of Local Government Gas Tax Laws and Regulations (preferred).</li><li>• A valid Alabama Driver License and have a driving record that meets standards set by the county's insurance carrier.</li></ul>	
EDUCATION/ EXPERIENCE	High school diploma or equivalent and 2 years related work experience.	
HOW TO APPLY	<p>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.</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 2<sup>nd</sup> Ave SW, Room 109 - 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</p>	

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