**Lawrence County Commission**

P.O. Box 307

Moulton, AL 35650

Ph.: 256.974.0663

Fax: 256.974.2403

**JOB VACANCY**

**Lawrence County Commission is Now Accepting Resumes & Applications for the Position of**:

PROBATE CLERK.

**Posting:** Internal/External

**Opening Date:** Monday, November 22, 2021

**Closing Date:**  Applications and/or resumes must be postmarked or received by Lawrence County Commission on or before Monday, December 6, 2021 at 4:30.

**Job Type:** Full Time

**Job Location:** Lawrence County Probate Judges office located in the Lawrence County Courthouse

**General Job Summary:** Performs responsible technical and clerical work in Probate recording, research, typing, reporting, computer skills, basic entry-level accounting knowledge is a must, reception, book keeping, accounting and referral skills. Employee receives general direction on most assignments and makes decisions in accordance with policies and procedures.

**Job Requirements:**

* High school diploma or equivalent.
* Valid driver’s license.
* Experience in book keeping, accounting, spreadsheets, excel applications is a must.
* Customer service experience is preferred.

Questions can be directed to Lawrence County Commission, 256.974.0663.

**Salary Range:** Beginning pay $11.25 to $14.38per hour – Salary may be commensurate with experience within the assigned range.

**Benefits:** Annual Leave, Sick Leave, Health Insurance, Holidays, State Retirement.

**\*\*Note:** Statements included in this description are intended to reflect general duties & responsibilities of this job & are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included\*\*

**Applications & Resumes can be mailed, emailed or delivered in person to:**

By Mail: Email Applications To:

Lawrence County Commission Karen Foster, Payroll Clerk

P.O. Box 307 Subject Line: Assistant Road Foreman Position

Moulton, AL 35650 kfoster@cc.lawrencecountyal.gov

In Person Delivery:

Lawrence County Commission

12001 Al. Hwy. 157

Annex 3 Suite 1

Moulton, AL 35650

**\*\*For full job description you may request one in person or by phone at 256.974.0663\*\***

**\*\*Must pass a pre-employment/post offer drug screen\*\***

**\*\*\*\*Lawrence County Commission is a drug free equal opportunity employer\*\*\*\***