



LAWRENCE COUNTY COMMISSION

JOB VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	07/26/2022	08/02/2022
JOB TITLE	COLLECTIONS/REVENUE CLERK	
DEPARTMENT	REVENUE COMMISSIONER – PROPERTY OFFICE	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal Office hours, Monday – Friday 8:00 a.m. – 4:30 p.m. Occasional overtime may be required.	
PAY GRADE	Grade 4, Step 1 (\$11.25 p/hour minimum)	
POSITION DESCRIPTION	This position performs clerical and customer service duties in support of the tax assessment and collections process. Performs responsible clerical work in the Revenue Commissioner’s office to include reception, tax collections, and general office duties. Employee receives general directions and uses own initiative in solutions of problems in accordance with established procedures and policies. Work is reviewed by Chief Clerk.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> • Collects real estate, business personal property, and ad valorem taxes by mail, in person, and through online payments. • Balances cash drawer daily. • Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel or relays messages. • Prints and prepares tax notices for mail. • Researches and resolves customer problems and issues. • Process name changes. • Sorts and distributes mail. • Maintains and updates department files and records. • Performs related duties. 	
EDUCATION	Must possess a high school diploma (or equivalent) along with work related experience preferred; however, any combination of education and work experience which provides the qualifications listed above will be considered.	
HOW TO APPLY	Employment applications are available on our website at www.lawrencecountyal.org or from the Lawrence County Commission Office located at Annex 3, 12001 AL. Hwy. 157, Moulton, AL 35650. Completed employment applications, with current resume (if applicable) must be returned to the Lawrence County Commission Personnel Department. Applications and resumes may be delivered in person at the above address or mailed to: Lawrence County Commission, P.O. Box 307, Moulton, AL 35650. Emailed to: kfoster@cc.lawrencecountyal.gov Faxed to: 256.974.2403 The Lawrence County Commission may be contacted at 256.974.0663	

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