

# PUBLIC NOTICE

THE LAUDERDALE COUNTY COMMISSION IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

JOB TITLE: SECRETARY (PROBATE OFFICE)  
SALARY: 25,631.00 ANNUALLY (WITH BENEFITS)  
QUALIFICATIONS: HIGH SCHOOL EDUCATION/GED  
EQUIVALENCY  
  
MUST HAVE A GOOD WORKING  
KNOWLEDGE OF GENERAL OFFICE SKILLS  
AND EQUIPMENT OPERATION SUFFICIENT  
TO HANDLE A VARIETY OF DUTIES  
  
MUST POSSESS GOOD TYPING SKILLS  
  
MUST POSSESS GOOD MATH SKILLS  
  
MUST POSSESS EXCELLENT COMPUTER  
SKILLS

JOB SUMMARY: PERFORMS RESPONSIBLE TECHNICAL AND CLERICAL WORK IN RECORDATION, RESEARCHING, TYPING, AND REPORTING. PERFORMS RECEPTION AND REFERRAL DUTIES. LEGAL EXPERIENCE PREFERRED.

APPLICATIONS WILL BE ACCEPTED FROM MARCH 8<sup>TH</sup>, 2018, THROUGH MARCH 15<sup>TH</sup>, 2018, IN THE LAUDERDALE COUNTY COMMISSION OFFICE, THIRD FLOOR, ROOM 309, LAUDERDALE COUNTY COURTHOUSE, FLORENCE, AL.

LAUDERDALE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, OR THE PROVISION OF COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY IN EMPLOYMENT SERVICES.