

PUBLIC NOTICE

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

JOB TITLE:	VOTER RECORDS CLERK
SALARY:	23,093.00 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.

APPLICATIONS WILL BE ACCEPTED FROM MARCH 8TH, 2018, THROUGH MARCH 15TH, 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.