



St. Clair County
ALABAMA



NOTICE OF IN HOUSE AND PUBLIC JOB VACANCY

315 MAPPER II

OPENING DATE: 3/10/2020

CLOSING DATE: 03/16/2020

DEPARTMENT: Revenue

STATUS: Full Time

PAY GRADE: 20

STARTING HOURLY SALARY RANGE: \$18.55-25.12

SCHEDULE: Full Time; 80 Hours Bi-weekly; 8am-5pm or as needed

EXPERIENCE AND REQUIREMENTS: Perform complex and professional work associated with the accurate mapping and recording of property within St. Clair County. Knowledge of the Alabama Department Revenue mapping procedures; principles and methods of tax mapping; specifications for property ownership map maintenance program. Basic drafting methods; surveying methods and procedures. Knowledge of mathematics including geometry. Written and oral communication skills. Ability to read and understand legal documents, maps, etc.

ADDITIONAL REQUIREMENTS: Combination of training and experience equivalent to supplemental courses in drafting, mapping or mechanical drawing. Must be an Alabama Certified Mapper.

MINIMUM EDUCATION: Applicant must have High School Diploma or GED.

*****I-9 DOCUMENTATION REQUIRED AT INTERVIEW*****

ST. CLAIR COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

According to appointment and promotion procedures now in effect all vacancies in the St. Clair County Commission Department will be open for a period of at least 5 working days to eligible persons within the county employment system. It is the intent of St Clair County to fill vacancies only with persons with the most potential for success.

It is the responsibility of the applicant to submit his or her completed application at www.stclairco.com or to the Human Resource Office by the deadline listed in this notice.

**St. Clair County Commission/HR Office Administrative Center
165 5th Ave. Suite 100
Ashville, Al 35953
205-594-2402**

The appointing authority will notify applicants of interview date and time, so please include all available contact phone numbers on the application. Please note that a separate application will be required for each job opening. St Clair County will make reasonable accommodations to the known physical or mental impairments of a qualified applicant or employee with a disability if it would not impose an "undue hardship" on the operation of the County's business.