

CLEBURNE COUNTY OFFICE OF PERSONNEL

Is taking applications for the position of

Probate Clerk

This is a position reporting to the
Cleburne County Probate Judge

Pay is \$12.30 per hour

Applications may be obtained at the Personnel Office
located at The Cleburne County Mountain Center: 6751
Hwy 78, Heflin, between the hours of 8 a.m. and 4:00
p.m. Monday through Friday until April 26, 2024.

Job Qualifications:

Potential candidates should have a working knowledge of personal computers, typewriters, calculators, fax machines and dot matrix or laser printers. Candidates must have the ability to communicate effectively, work before a computer screen inputting data for extended periods of time, keep records, make accurate reports, perform basic arithmetic operations, compose letters, reports and forms, read and understand laws and to treat the public with courtesy and respect.

The Cleburne County Commission
is an Equal Opportunity Employer.