



St. Clair County
ALABAMA



NOTICE OF PUBLIC JOB VACANCY

127 Receptionist Clerk

OPENING DATE: 04/09/2025

CLOSING DATE: 04/17/2025

DEPARTMENT: Commission

STATUS: Full Time

PAY GRADE: 11

STARTING HOURLY SALARY RANGE: \$18.88-25.10

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

EXPERIENCE AND REQUIREMENTS: Working knowledge of routine office procedures, filing, answering telephone, typing, opening mail, operating standard office equipment. Proficient with computer and office machine operations. This position will require the ability to maintain effective working relationships with other County employees, officials, vendors, outside agencies and the general public.

MINIMUM EDUCATION and EXPERIENCE: Applicant must have High School Diploma or GED; Must have 2 years' experience in an office setting.

*****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.