

TUSCALOOSA COUNTY CIVIL SERVICE BOARD

Vacancy Announcement

The Tuscaloosa County Civil Service Board will accept applications for the position of License Commissioner. Responsible for the administrative work in directing the issuance of a variety of license; supervises and directs department employees in the assessment and collection of ad valorem tax on vehicles, collection of casual sales tax, registration of motor vehicles and manufactured homes, processing of motor vehicle and manufactured home title applications, the issuance of business and privilege licenses, driver licenses, store and chain store licenses, fishing licenses, hunting licenses, boat registrations and registration (tag) receipts; interprets and administers laws, statutes, rules, regulations and policies applicable to department operations; maintains on-going employee training program; safeguards and distributes funds collected; prepares annual budget requests and controls the expenditure of departmental administrative funds; supervises the License Inspector in the performance of his/her duties and responsibilities; ensure continued compliance and timely reporting; other duties and responsibilities as may be required by law or county policy. Starting salary is \$120,000/yr with a five percent increase after successful completion of one year of service, with cost of living adjustments as given. Benefits include Alabama State Retirement (Tier 1 Benefits); Health Insurance \$50/month single, \$100/month family; 13 paid holidays; and paid leave beginning at 10 days/year and increasing with seniority.

Four-year degree or higher from an accredited institution of higher learning in a business related field such as accounting, finance, or human resources.

Applications, along with a detailed job description, are available online at tuscco.com, in the Tuscaloosa County Personnel Office, 714 Greensboro Ave Ste G46, Tuscaloosa, AL 35401, or by mail by calling the County Personnel Office, (205) 464-8400. Applications, to include a resume, will be accepted through 5:00 pm, January 10, 2025.