



CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	1/27/2025	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	HUMAN RESOURCES ADMINISTRATOR	
DEPARTMENT	COMMISSION OFFICE / PERSONNEL DEPARTMENT	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal (Monday thru Friday Office Hours.) Must be able to work non-traditional hours if needed in emergency situations.	
PAY GRADE	Grade C5, Step TBD (based on qualifications and experience)	
POSITION DESCRIPTION	The employee provides administrative support to the Cullman County Personnel Department. Major areas of support are: recruiting and staffing; benefits administration; primary payroll back-up; and general clerical support. Other duties may be assigned.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> • Knowledge of county and departmental rules, regulations, procedures and policies. (May be learned on-the-job.) • Knowledge of basic office practices including typing, filing, copying, scanning, Microsoft Office (Word, Excel, PowerPoint, Outlook), etc. • Knowledge of federal and state laws pertaining to payroll and personnel activities. • Knowledge of payroll administration; including tax filing. • Organizational skills to be able to manage multiple tasks/assignments simultaneously. • Ability to communicate effectively with elected officials, co-workers and the general public. • Ability to establish and maintain effective working relationships with elected officials, co-workers and the general public. • Must possess exemplary attendance habits due to the time sensitive nature of position duties. • Must possess a valid Alabama driver's license and a driving record that meets the county's insurance company's standards. 	
EDUCATION	Associate's Degree in Human Resources or related field and 2 years work experience in Personnel/Payroll preferred; however, any combination of education and administrative work experience will be considered.	
HOW TO APPLY	Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2 nd Ave SW-Room 109, Cullman, AL 35055. Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or: <div style="text-align: center;"> Mailed to: 500 2nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670 The Personnel Department may be contacted at (256) 775-4884 </div>	

Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected status.