**JOB OPENING**

**PROBATE CLERK POSITION:**

Position Location: Lawrence County Probate Judges Office, Courthouse

Position Type: Full time position with benefits

Position Starting Pay: G4S1 - $10.71 per hour

Position Posting Date: January 27th – February 12th, 2020

**JOB POSITION SUMMARY:**

**(This is ONLY a summary of the job duties for this position and is not exclusive to just the functions listed)**

Performs responsible technical and clerical work in Probate recording, research, typing, reporting, computer skills, basic entry-level accounting knowledge is a must, reception, book keeping, accounting and referral skills. Employee receives general direction on most assignments and makes decisions in accordance with policies and procedures.

Must have high school diploma or GED. Experience in book keeping, accounting, spreadsheets, excel applications is a must. Customer service experience is preferred.

For full job description call the Lawrence County Commission Office at 256.974.0663

**APPLICATIONS:**

You may pick-up an application at the Lawrence County Commission Office located at 12001 Al. Hwy. 157, Moulton, Al 35650, Mon. – Fri. 8:00 a.m. to 4:30 p.m. or online at [www.lawrencecountyal.org](http://www.lawrencecountyal.org)

Applications will be accepted beginning Monday, January 27th through Wednesday, February 12th, 2020 at 4:30 p.m.

All applications are to be submitted to the Lawrence County Commission Office.

**\*\*\*LAWRENCE COUNTY COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER\*\*\***