



## Notice of Vacancy Personnel Clerk

**Starting Salary up to \$22.32 based on qualifications**

State Retirement Tier 1 Benefits	Blue Cross Blue Shield Health & Dental
VSP Vision Insurance	County Paid Life Insurance
Vacation/Sick Leave	Four 10 Hour Day Workweek

<b>Division</b>	<b>Department</b>	<b>Location</b>
Commission	Commission	Dale County Commission

**Reports To**  
County Administrator

**Job Summary**  
Performs the general duties of Personnel Clerk for the county.

### **Duties and Responsibilities**

Prepares county wide payroll and maintains the various records required to support the payroll. Receives and publicizes notices of job vacancies. Processes all individual job applications and provides qualified applicants to the appointing authority for final selection.

Processes new and terminated employees into or out of county employment. Prepares all necessary personnel records including payroll data and benefits forms.

Audits time and attendance reports and charges labor costs to the proper department.

Serves as primary County Commission Office contact for all internal payroll and employee benefit questions, inquiries, and programs.

Files and monitors employee Workers Compensation Claims.

Coordinates Employee Performance Review notification of Supervisors of newly hired employees and those placed on Performance Probation.

Assists with reception, referral, and clerical functions as needed.

Serves as Wellness Program Coordinator.

Other duties as required.

Statements included in this description are intended to reflect general duties and responsibilities. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or printed from our Website [www.dalecountyal.gov](http://www.dalecountyal.gov) and mailed.

**Deadline for accepting applications is UNTIL FILLED.**

Dale County is an Equal Opportunity Employer.