



Notice of Vacancy

Commission Clerk I

Grade X Wage Range \$14.87 to \$21.26 Pay based on qualifications.

State Retirement - Tier 1 Benefits
VSP Vision Insurance
Vacation/Sick Leave/Holiday

Blue Cross Blue Shield Health & Dental
County Paid Life Insurance
Four (4) 10 hour Work Days

Department

County Commission

Location

Dale County Commission

Reports To

County Administrator

Job Summary

Commission clerk is responsible for providing assistance to the County Administrator in the areas of accounts receivable and other related areas as assigned by the County Administrator.

Duties and Responsibilities

- Receive and process assigned revenues, checks submitted to bank by remote deposit, and revenues entered into the general ledger manually. Monitor bank each day for positive pay exceptions.
- Provide other assistance such as general clerical duties (scanning, filing, etc.);, purge hard copy files at year end for storage.
- Processes all county owned vehicle documentation to include applying for titles and tags and monitoring renewal dates.
- Record, delete and/or transfer fixed assets based on information provided by departments.
- Coordinate an annual audit of fixed assets by providing asset listings to each department and requesting confirmation or adjustments of the same.
- Other duties as required.

Knowledge, Skills, and Abilities

- Proficient in the knowledge of office practices, procedures, computers and office equipment.
- Proficient in the use of Microsoft Excel, Outlook, and Word.
- Ability to establish and maintain an effective and interactive working relationship with fellow employees, department heads, elected officials and general public in a polite, professional and proficient manner both in person and through the use of proper phone etiquette.

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 and mailed.

Deadline for accepting applications is July 01, 2026.

Dale County is an Equal Opportunity Employer.