

Morgan County Commission
Assessment Clerk
License Department

ESSENTIAL FUNCTIONS: Performs customer service functions in person or via telephone; provides information and assistance to the general public, financial institutions, employees, officials, or other individuals; answers questions regarding departmental documentation, procedures, or other issues; calculates various taxes and fees; receives monies in payment of departmental fees/services; records transactions; issues receipts; balances payments and receipts; forwards as appropriate; prepares and/or generates various correspondence, forms, and other documents via computer and/or typewriter; receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate; receives, opens and distributes incoming mail; prepares outgoing mail; copies and distributes correspondence, memoranda, and other related materials; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records; performs research functions as needed; performs data entry functions by keying data into computer system; maintains inventory of departmental supplies; initiates orders for new or replacement materials; answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary; responds to routine requests for information from officials, employees, the general public or other individuals; uses knowledge of various software programs to operate a computer in an effective and efficient manner; reviews motor vehicle titles, bill of sale forms, and related documentation; verifies federal documentation on large vehicles; processes/issues new/renewed business licenses; processes/issues new, renewed or replacement driver's licenses and ID cards; prepares/issues vehicle registrations, license tags and renewal decals; processes/issues hunting and fishing licenses; responsible for his/her cash drawer and preparation of bank deposits; issues handicap placards and decals; performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED required; Two years professional office experience including the handling of money and customer service preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Grade 4 (\$13.69)
Full-Time W/Benefits

Download application and instructions at
www.co.morgan.al.us/commission/hr/jobs/job_application.zip
or apply at the Morgan County Commission Office
located on the 5th Floor of the Morgan County Courthouse,
302 Lee St NE, Decatur, AL
Applications accepted 12/21/2021 until filled

EEO

F/M/V/D

