

MORGAN COUNTY COMMISSION
DATA ENTRY CLERK
SALES TAX DEPARTMENT

ESSENTIAL FUNCTIONS: Performs data entry functions; adept with keyboard functions; Reviews, deletes, modifies, and manages computer database information; Verifies accuracy of entered data; Performs basic computer maintenance tasks; Receives, opens, and distributes incoming mail; Prepares outgoing mail; Copies and distributes correspondence, memoranda, reports, 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; Answers telephone; Responds to routine requests from officials, employees, the general public, or other individuals; May calculate various taxes and fees; May receive monies in payment of departmental fees/services; Uses knowledge of various software programs to operate a computer in an effective and efficient manner; Performs other related duties as required.

MINIMUM QUALIFICATIONS: High School diploma or GED required; five to eleven months of experience in basic computer operations, general office work, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Grade 4 (\$13.69/hour)
Full Time with 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, Alabama.

Applications accepted 12/29/2021 thru 1/10/2022

EEO

F/M/V/D