

JOB ANNOUNCEMENT

**Russell County Commission
Tag Office**

Administrative Assistant (Part-time)

Job Description

Receive, process and verify information for Motor Vehicle registration. Determines, collects and documents appropriate Ad Valorem Tax, Sales Tax and Tag fees for Motor Vehicle registration. Process title applications and balance cash drawer daily. Miscellaneous Clerical duties include filing and helping customers on a multi-line telephone system.

Qualifications

High School Diploma with business courses. Minimum of 2 years experience in currency transactions, dealing with the public and general clerical experience. Must have proficient computer skills.

Part-time Position

Salary \$12.00 per hour

Monday – Friday

8:25 am – 5:25 pm ET

Hours 29 per week

Deadline for applying is January 27, 2017

Please apply at the:

Alabama Career Center

Chattahoochee Valley CC

Brassell Hall, C Building Room 132

2602 College Drive

Phenix City, AL. 36869

Ms. Betty Brooks

(334) 214-4828