

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

CLERK
Solid Waste

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$18.62 PER HOUR

APPLICATIONS WILL BE ACCEPTED THROUGH

THURSDAY, FEBRUARY 2, 2023

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Clerk
Solid Waste

SW/3
Grade 12

JOB SUMMARY

This position performs clerical work functions associated with assisting customers, dispatching route information, and providing general office support.

Under the direction of the Solid Waste Superintendent, the employee is responsible for daily clerical and customer service tasks.

MAJOR DUTIES

- Receives daily tasks and assignments from supervisor.
- Assists customers with billing inquiries and adjustments; resolves customer complaints or refers to appropriate personnel.
- Composes, prepares, and/or generates a variety of routine correspondence, forms, reports, and other documents via computer and/or typewriter.
- Performs statistical calculations as appropriate; posts financial transactions; maintains records of departmental expenditures.
- Locates roads and houses on county maps.
- Dispatches route information and service requests as appropriate; communicates via two-way radio to send/receive messages in compliance with FCC rules and regulations.
- Maintains a record of complaints, radio communications, fuel usage, and other data in logs for reference and reporting purposes.
- Receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate.
- 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, local utilities, vendors, general

public, or other individuals.

- Prepares departmental files; maintains file system of departmental records.
- Photocopies and distributes correspondence, memoranda, reports, and other related materials.
- Maintains timecard.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of general office procedures.
- Knowledge of computer and automated office equipment.
- Ability of utilize mathematical formulas; add, subtract, multiply and divide.
- Knowledge of County road and bridge systems. (Can be acquired on the job.)
- Knowledge of safety rules including accident causation and prevention.

SUPERVISORY CONTROLS

The Solid Waste Superintendent assigns work in terms of specific instruction. The supervisor reviews work through reports and observations of activities.

GUIDELINES

Guidelines include the Alabama Department of Public Health, Alabama Department of Environmental Management, as well as county and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of regular duties. The need to balance varying tasks and priorities contributes to the complexity of the work.
- The purpose of this position is clerical and customer assistance. Successful performance contributes to safe, well-maintained, and efficient equipment and timely collection of customer waste.
- Work requires a willingness to work overtime or irregular hours.

CONTACTS

- Contacts are typically with coworkers, other county employees, contractors, and the general public.

- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, bending, crouching, stooping, or crawling in restricted areas. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has no direct supervisory responsibilities.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of a High School Diploma.
- Experience with typing and general office tasks.
- Possession of a current and valid Driver's License; must be insurable.