



# Notice of Vacancy

## Solid Waste Clerk

Grade VII      Wage Range \$11.68 - \$16.70

Job Pay Range is the Hire In Range Based on Qualifications

State Retirement Tier1 Benefits	Blue Cross Blue Shield Health & Dental
VSP Vision Insurance	County Paid Life Insurance
Vacation/Sick Leave	Four 10 Hour Day Workweek

<b>Division</b>	<b>Department</b>	<b>Location</b>	<b>Reports To</b>
Solid Waste	Solid Waste	Dale County Commission	Engineer

### Job Summary

Performs clerical activities in support of the Sanitation Office.

### Duties and Responsibilities

Performs receptionist duties including answering the phone, routing calls, assisting visitors, and providing assistance when needed.

Accepts revenues and prepares daily deposits.

Prepares all records as required.

Files claims, judgments, and other documents as needed.

Mails late payment letters and non-user letters.

Maintains department files.

Serves a liaison between the solid waste provider and the Dale County Commission.

Calculates and mails monthly bills and late fees.

Other duties as required.

Cross-training as required.

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or visit our Website [www.dalecountyal.org](http://www.dalecountyal.org).

Deadline for accepting applications is **September 23, 2021**

Dale County is an Equal Opportunity Employer.