



# Customer Care Specialist

## Internal Candidates ONLY

The Personnel Board of Houston County will receive applications through 4:30 P.M of the below closing date. Apply online at [www.houstoncountyal.gov/jobs](http://www.houstoncountyal.gov/jobs)

**Closing Date: August 29, 2024**

### **DUTIES**

Assists customers, dealers and third party vendors in resolving unusual situations regarding vehicle tags and titles, checks title applications in preparation for mailing to the State of Alabama. Balance reports, assist with mail and complete administrative tasks as assigned.

### **QUALIFICATIONS**

High school diploma or GED certificate plus experience working in a probate office.

### **Salary Range:**

**\$ 16.63-\$25.15 per hour (Grade 16)**

**The Houston County Personnel Board  
An Equal Opportunity Employer M/F/D/V**