

.* CURRENT HOUSTON COUNTY EMPLOYEES ONLY *.



VEHICLE REGISTRATION MANAGER

Closing Date: May 30, 2024

The Personnel Board of Houston County is developing an employment register for Probate Clerk positions. A completed application must be completed online at www.houstoncountyal.gov by 4:30 pm on the closing date.

Job Duties

Supervises the vehicle division of the Office of the Probate Judge. Directs the work of two subordinate supervisors responsible for the efficient operation of the division. Revise procedures as needed to conform to changes in laws and regulations. Assist in resolving unusual situations regarding vehicle tags and titles, balance monthly reports and oversee the training new employees.

Qualifications

High school diploma or G. E. D. certificate plus 5 years of experience working in a probate office including two years in a supervisory position or an equivalent combination of education and experience.

Salary Range

Grade 20- \$22.19- \$33.59

**THE HOUSTON COUNTY PERSONNEL BOARD
An Equal Opportunity Employer M/F/D**