



**\*\*CURRENT EMPLOYEES ONLY\*\***

## **Vehicle Registration Supervisor**

**Closing Date: June 17, 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/jobs](http://www.houstoncountyal.gov/jobs) by 4:30 pm on the closing date.

### **Job Duties**

Supervises assigned segment of the vehicle division of the Office of the Probate Judge. Assists 20+ clerks in resolving unusual situations regarding vehicle tags and titles, checks title applications in preparation for mailing to the State of Alabama, balance reports and assist in training new employees.

### **Qualifications**

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

### **Salary Range**

**Grade 18 \$19.21-29.06**

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