



Vehicle Registration Training Coordinator

****Current Employees Only****

Closing Date: July 20, 2024

A completed application must be completed online at www.houstoncountyal.gov/jobs by 7:30 am on the closing date.

Job Duties

Performs clerical tasks in the Vehicle Registration division of the Probate Department, which involves answering questions, examining documents, issuing tags and training. The incumbent will assure that proper documentation is received, calculate taxes and collect fees prior to issuing tags. Individuals are required to maintain and balance a cash drawer, assist the public in locating documents and making copies of documents. The Training Coordinator also assumes the duties of the Vehicle Registration Supervisor and the Vehicle Registration Manager if he/she is not available.

Qualifications

Must possess high level of knowledge and experience within the Probate office, to include responsibilities and duties of Probate Clerks. Knowledge of departmental county policies, procedures, rules and regulations as well as knowledge of Alabama laws pertaining to the operations of the department. Ability to keep records, make accurate reports and filing correctly. **Top candidates that are considered may interact with hands on/live situations prior to the position being offered.**

Salary Range

Grade 17 \$17.87- \$27.03