



BLOUNT COUNTY COMMISSION
is now accepting applications for the position of :

Revenue Clerk

Opening Date: May 23, 2025

Closing Date: May 30, 2025

Job Type: Full Time

Status: Non-exempt

Location: Revenue

Hours: up to 40 hours weekly.

General Summary:

Under the close supervision of the bookkeeper/supervisor, the employee performs the day-to-day activities of the Revenue Department using established practices and procedures to receive and process tax revenue and to update and maintain records. Employee records and verifies assessments of property. Employee performs customer service and clerical duties, including generating and maintaining records, reports, and files, and assisting customers with routine questions. This is an entry-level job of three within the clerk jobs.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. A minimum of one (1) year of work experience in an office setting interacting with the public or any combination of education, training, and experience that demonstrates the above-listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license.
4. Ability to work non-standard hours.
5. Ability to travel overnight to attend meetings and classes

Please submit your resume to hdenney@blountcountyal.gov. **BLOUNT COUNTY IS A DRUG-FREE
EQUAL OPPORTUNITY EMPLOYER**