

LEE COUNTY COMMISSION

Chairman
Jere Colley, *Probate Judge*
Mailing Address:
P.O. Box 2412
Opelika, AL 36803-2412
(334) 737-3660 phone
1-855-212-8024
www.leeco.us



Members
Doug Cannon, District 1
Ross Morris, District 2
Jeff Drury, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Administrative Technician	Hours of Availability: Monday - Friday; 8am - 4:30pm
Closing Date: Until Filled	Position Announcement: REV10-31-2025
Work Location: Lee County, AL	
Division/Department: Revenue	
Reports to: Office Manager	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$40,514.06 - \$46,591.17
JOB SUMMARY: This position provides clerical support for the Lee County Commission.	

ESSENTIAL JOB FUNCTIONS:

- Provides clerical support for Revenue Commission Office.
- Sends faxes, makes copies, binds reports, prepares documents, and maintains filing for Revenue Commission offices.
- Answers multi-line telephone and greet visitors; provide information and assistance; refers to appropriate personnel.
- Provides general information to the public, county employees and others.
- Responds to citizens' and employee questions and comments in a courteous and timely manner.
- Maintains supply inventory and orders office supplies as necessary.
- Transfers inter-office memoranda.
- Sorts and distributes mail.
- Assists Revenue Commission departments including Motor Vehicles, Manufactured Homes, Assessing, Collections, Mapping and Reappraisal with projects and assignments as needed.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High School diploma/GED and one (1) year of related experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of county and department regulations, policies and procedures.
- Knowledge of modern office practices.
- Knowledge of job-related software applications.
- Skill in operating such office equipment as a computer, calculator, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Ability to exercise discretion and maintain strict confidentiality in handling sensitive information.
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies.

- Ability to multitask.

HOW TO APPLY: (Previous applicants should reapply.)

- Visit www.leeco.us go to HUMAN RESOURCES click JOB APPLICATION under Related Links
- Completed job application can be faxed to 334-737-3609 or emailed to humanresources@leeco.us by the closing date listed on the job announcement.
- Paper applications are available at Lee County Commission Human Resources office located at 215 South 9th Street Opelika, AL (Second Floor) from 8:30 a.m. to 4:30 p.m.
- Applicants can also apply at the Alabama State Employment Office.

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information** or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).*