

JOB ANNOUNCEMENT

Title: Administrative Assistant / Asst Sales Tax Coordinator

Dept: DeKalb County Commission Office

Job Summary:

Under the general direction of the County Administrator, the employee answers telephone calls and relays messages and information to the general public and Commission Officials and Staff. Employee assists with the requisition and purchase order process and performs a variety of general clerical tasks, including typing documents, researching records, filing, completing forms and processing mail, etc. Employee scans A/P documents and maintains manual and computerized records, produces documents, letters and reports using word processing and spreadsheet software.

Assists Sales Tax Coordinator in collection, sorting and filing. Also answers questions of Sales Tax payers and helps with the sales tax application process. In addition, the employee will be responsible for typing a draft of the Commission Minutes and maintaining those records. Other duties as assigned.

Must be polite and understanding with the general public and have a strong work ethic.

Job Domains:

Communications/Public Relations

General Clerical/Filing/Scanning

Other Duties as Assigned

Paygrade 6 – 6A (\$12.94 - \$20.28/hr) – depending on experience

Application Closing Date: September 18, 2025

Benefits:

Blue Cross/Blue Shield Insurance

State Retirement Plan

Paid Holidays

Paid Vacation and Sick Leave

Direct Applications to:

DeKalb County Commission

Britani Williams, Sales Tax Coordinator

Suite 200 Activities Building

111 Grand Ave. SW

Fort Payne, AL 35967

256-845-8500

info@dekalbcountyal.us