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**COVID-19 protocols constantly changing as students return to school**

John Pilati  
Franklin Free Press

As students returned to school Tuesday, Franklin County Schools Superintendent of Education Greg Hamilton and school administrators must deal with COVID-19 related back to school safety protocols that straddle the line between guidelines and mandates.

In fact, the only thing about COVID-19 guidance that's certain is how the information is constantly changing, especially in light of the July/August spike in the number of positive cases in Alabama.

Last week, after one day of faculty in-service week, Hamilton had multiple employees sent home after

learning they were positive for COVID or were recently exposed to someone who was positive.

And that was just one day for teachers. August 10 marked the return of more than 3,500 students to the halls of Franklin County schools.

On August 2, the Alabama Department of Public Health released its *Back to School Guidance 2021-2022*, a manual adopted by the ADPH and modeled after the Centers for Disease Control and Prevention guidance manual for K-12 schools released on July 9.

The question remains how much of the 'guidance' is going to be mandatory. There are a couple clear man-

See 'PROTOCOLS,' page 7

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**RV council approves grant application to demolish College Avenue School, 10 other structures**

John Pilati  
Franklin Free Press

The Russellville City Council authorized Mayor David Grissom to move forward with a grant application seeking more than \$340,000 to demolish and remove 11 structures around the city.

The council approved the resolution at its August 2 meeting. Included in the list of 11 structures are nine residences, one school (College Avenue Elementary School) and one business (Russellville Florist on South Jackson Avenue).

Grissom said all property owners must sign off on the application acknowledging their consent to have

the structures demolished.

If the grant is successfully obtained, there would be a local match of \$40,879, which includes \$35,030 in cash and \$5,849 in-kind contributions.

The Russellville City Board of Education, which owns the College Avenue Elementary property, agreed to be responsible for \$20,500 of the local match, representing 10 percent of the estimated \$205,000 demolition cost for the former school building.

Grissom said city officials obtained estimates on what the demolition cost would be for the 11 properties and that is the amount of the grant application. If the grant is approved,

See 'COUNCIL,' page 3

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**Elsie Mae Moomaw**, 84, of Russellville, passed away on Thursday, August 5th. Interment at Franklin Memory Gardens.

**George Wesley Pierce**, 87, of Russellville, passed away on Tuesday, August 3rd. Interment at Franklin Memory Gardens.

**Johnny Burns Smith**, 77, of Russellville, passed away on Thursday, August 5th. Interment at Knights of Pythias Cemetery.



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# 'COUNCIL,' from page 1

the project must be bid out and the cost could come in higher or lower than those estimates. In the event the cost to demolish the school building is higher, the Russellville BOE would be responsible for 10 percent of whatever that cost is.

Through the grant, property owners would have dilapidated structures removed from their land at essentially no cost to them.

"It's a win-win for the property owners," Grissom said. "They'll be enhancing their property but they have to maintain it going forward."

The Russellville BOE planned to take sealed bids on the College Avenue property earlier this year, but that process was stopped once school officials learned of the grant possibility.

In other agenda items at its August 2 meeting, the council:

—approved a resolution authorizing a grant application for industrial access road funds benefiting the Leisure Creations expansion project.

If approved, the grant would fund the widening of two streets, Ash Avenue and Evans Street, which run in front of and in back of Leisure Creations. The company is planning a \$1.5 million capital expansion that will create 50 new jobs and retain 150 at the Russellville facility.

—authorized soliciting bids for the replacement of a bridge on McGehee Street. According to City Councilman David Palmer, the estimated cost will be around \$120,000.

—accepted a letter of resignation from firefighter Heath Martin and police officer Timothy Balcom, and declared a vacancy for both positions and authorized advertisement to solicit job applications.

—authorized an expense of \$4,355 to purchase Air Evac Memberships for the city's 67 full-time employees.

The next regular meeting of the Russellville City Council is set for August 16, with work session at 6 p.m., and meeting to follow.

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# New law adds 'flexibility' in poll worker appointments

John Pilati  
Franklin Free Press

A new law will allow precinct election officials to work at any precinct within the county they are registered to vote.

Act 2021-377 took effect August 1, 2021. Previously, poll workers could only serve in the precinct they are registered to vote at. Now, according to Alabama Secretary of State John Merrill, the most qualified individuals will be working in any polling location within the county.

"Poll workers protect the election process and the rights of each and every eligible voter. These citizens are a vital part of election administration, and we want the best people working in all 1,980 polling locations in Alabama," Merrill said.

Requirements to be a poll worker are:

- Must be a registered voter in Alabama.
- Must be registered to vote in the county in which you desire to act as a poll worker.
- Must attend a mandatory poll worker training.
- Cannot be a member of a candidate's immediate family or the second degree of kinship, and cannot be a member of a candidate's political committee.

Citizens interested in working as poll workers, which is a paid position, should complete an application and turn it into the probate judge's office in their county of residence.

Franklin County Probate Judge Barry Moore said he will continue to prioritize appointing poll workers to work at their polling place. But Moore said the new law allows going beyond that precinct if there's an issue.

"My priority will be to put people working for the precinct they vote at, but if a situation or problem comes up, we have the flexibility to use other residents from the county," Moore said.

For questions or concerns about elections, contact Merrill's office at 334-242-7200.



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## NW-SCC honors GED/Nontraditional high school graduates

Submitted to the FFP

Northwest-Shoals Community College (NW-SCC) Adult Education Program had approximately 53 students participate in the 2020-2021 GED/Nontraditional High School Graduation ceremony last Thursday, July 29, 2021, on the Shoals Campus.

According to the NW-SCC Adult Education Program, 148 students have completed requirements for their GED from May of 2019 through July of 2021. An additional 15 students have completed requirements for the nontraditional high school diploma.

"We are so proud of what these graduates have accomplished in such a difficult time," said Tara Branscome, NW-SCC Director of Adult Education and Ready to Work Program. "For so many of them to go through the pandemic and finish what they started, shows how driven they are to succeed in their educational goals and in their chosen careers. They inspire me every day."

The nontraditional high school diploma was rolled out by the state at the end of 2016. The nontraditional high school diploma helps students who either dropped out of high school without earning the necessary credits to graduate or did not pass one or all parts of the Alabama High School Graduation Exam (which is no longer given).

2020 and 2021 Nontraditional High School Graduates and GED Graduates from the *Franklin Free Press* readership area include:

2020 Nontraditional High School Graduates: Oscar Leonel Lopez, Russellville, Brianna Lee Self-Hester, Vina.

2020 GED Graduates: Heather Lashay Aldridge, Phil Campbell, Lilian del Carmen Castillo, Russellville, Kimberlyn Davis, Phil Campbell, Aaliyah Diego, Russellville, Bryan DaKota Galloway, Phil Campbell, Makenzie Shiann Galloway, Phil Campbell, Nikoma Garner, Russellville, Delaney Clarice Hargett, Red Bay, Israel Miranda, Russellville, Roberto Monterrosa, Russellville, Jessie Thomas Oliver, Hodges, Kaylee Ann Pennington, Russellville, Maria Ann Pruett, Russellville, Matthew David Somers, Spruce Pine, Elvis A. White, Russellville.

2021 GED Graduates: Stephanie Marie Cotton, Russellville, Elijah Terry Haines, Red Bay, Kevin Joshua Hervert, Russellville, Niles A. Hollande, Russellville, Amber Hulsey, Russellville, Dawson Kyle Mosley, Phil Campbell, Griselda Ramos, Russellville, James Evan Thompson, Phil Campbell, Chloe Gwyneth Williams, Phil Campbell.

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**Y**ou're invited to Mountain Valley Hee Haw, every Saturday evening from 6-10 p.m. Open mic with Hee Haw Band. Travis Wammack will perform July 17 and August 14. Supper Night is held every 3rd Saturday night. Bring a covered dish. Karaoke begins each Saturday night at 10 p.m. Hee Haw is located on Highway 79, just east of Hwy. 243. For more information, call 256-810-4840.

**R**ussellville, First Baptist Church, 213 Jackson Avenue, North will celebrate 154 years with Homecoming Service on Sunday, August 15, 2021, at 10:30 a.m. Our speaker will be Dr. Rick Lance, Executive Director of the Alabama Baptist State Board of Missions; music by former RFBC member, Paul Lynch, Gainesville, Georgia. Bro. Chase Dowdy is Pastor, (256-332-2065).

**T**he Association Ladies Conference will be held on Saturday, August 14, 2021, at McMurray Baptist Camp, 5315 Old Vina Road, Vina, AL., from 9 a.m.-2 p.m. This year's theme is "Bloom Where You Are Planted." Please join us for an inspirational and fun day with special speakers and music. Bring your favorite salad to share for lunch. Our mission project: Please bring diapers and wipes to be donated to Safeplace.

**R**ussellville Masonic Lodge 371 will be selling Boston Butts during the Watermelon Festival weekend. Butts are \$30 each and may be pre-ordered by calling 256-810-1970. Pickup will be Saturday, August 21, from 8-10 a.m., at the Masonic Lodge on Coffee Avenue.

**T**he Why Knot Diner in downtown Russellville will host a Car Show on Sunday, Sept. 12, from 12 p.m.-6 p.m. They have scheduled for Jackson Avenue between Lawrence and Montgomery Streets to be closed during the event. There is a \$10 entry fee for those who want their vehicle to be judged. (Best All Around Car, Truck/SUV, Bike will get trophies) and Race Car & RatRod will receive plaques. We will also have door prizes for those who enter their vehicles. But anyone who doesn't want to pay the entry fee can still bring their vehicles and show them off right along with the rest. Contact Dustin at 256-668-2585 for more info and follow @WhyKnotDiner on FB to see posts and updates.

**L**ifeSouth Community Blood Center will host a blood drive at Russellville Hospital on Thursday, August 12, 2021 from 10:00 am to 6:00 pm. LifeSouth is the primary supplier of blood products to Russellville Hospital. Please contact Deborah Lindsey to schedule an appointment at 256-332-8676 or by email at [deborah.lindsey@russellvillehospital.org](mailto:deborah.lindsey@russellvillehospital.org). Please be sure to bring your photo ID when you donate. Everyone who signs up to donate will receive a free T-shirt, an appetizer card from Texas Roadhouse, a free cookie dough card from Papa Murphy's and a free meal ticket from Russellville Hospital. All donors will receive a free cholesterol screening. We will also be giving away DOOR PRIZES!

**O**ld fashioned revival at This Church of God at 77 Mars Hill Road in Phil Campbell. Starts August 15th. Sunday night service begins at 6 p.m. and week-night services begin at 7 p.m. Everyone is welcome!

**M**Clomoe and Turner reunion will be on September 11th at 11 a.m. at Spruce Pine Community Center. Bring covered dishes. Call (256)-324-5288 for more information.

**Y**ou are invited to a Back to School concert with Eddie James Ministries at Gateway Church, Hwy. 43, Thursday, August 12 at 7 p.m. For more information, please call 256-627-7935.

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# 'PROTOCOLS,' from page 1

dates. First, masks must be worn on all school buses, by drivers, teachers and students.

Second, schools are required to report diagnosed COVID-19 cases, as well as outbreaks of any kind, including COVID-19.

The third mandate, Hamilton said, was that anyone who tests positive must stay home for at least 10 days following onset of symptoms or a positive test result. And the person must be 24 hours free of fever or fever-reducing medications and must experience symptom improvement before returning to school.

So many guidelines, or are they mandates? All must co-exist with Hamilton's goal of the new school year being "as close to normal" as possible.

"We are going to start like we ended last year and it's still our goal to have school as close to normal as possible, but some things have been taken out of our hands and we just have to wait and see," Hamilton said.

Alabama school superintendents were told last week by State Education Superintendent Dr. Eric Mackey that school officials were not allowed to ask about the vaccination status of any student, pursuant to the Alabama Legislature's 2021 'vaccine passport' law, SB 267. This was allegedly based on an Attorney General's opinion regarding the new law.

While Russellville City Schools' back to school guidelines allow for exposed children who have been vaccinated to avoid quarantine in the event of exposure, RCS Superintendent Heath Grimes said the AG's opinion would prevent school officials from inquiring about a student's vaccine status. As a result, in the event of exposure, all students impacted would have to be quarantined for 10 days.

"We took the language from the Alabama Department of Public Health's tool kit and then the day after, the AG issued an opinion that you can't do that," Grimes said. "I understand this is changing and we are left to respond at the local level.

"But if it's going to be done at the local level, give us the control to handle it and done change direction every day," he added.

Russellville City Schools' *Roadmap for Reopening 2021-2022* is posted on the system's website, [www.rcs.k12.al.us](http://www.rcs.k12.al.us).

The ADPH manual defines a close contact as someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. In the K-12 indoor classroom setting, though, the close contact definition excludes students who were three feet or more of an infected student if both students were correctly wearing well-fitted masks, and if other K-12 school prevention strategies, like physical distancing, increased ventilation, were in place.

If a school system requires students to wear masks and follow certain COVID-19 protocols, that system won't have to send children home if they are exposed to the virus, Alabama State Superintendent Eric Mackey said last week.

Schools without a mask mandate will send home students who are exposed to a positive case

One change for school employees who are sent home this year due to a positive COVID-19 test or for quarantine due to close contact exposure: Those employees will have to use sick leave or vacation days for all days they missed. Last year, employees were paid for time missed due to the virus.

Hamilton said school nurses will be the ones to determine 'exposure' at each school.

Hamilton said he recommends school employees and students get vaccinated, as that's one way to avoid getting sent home in cases of exposure.

"While I recommend vaccination, I understand it's the individual person's choice and we will respect that. We don't want kids going home and we don't want our teachers going home either. That's what I'm working for," Hamilton said.



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## Splash pad work to resume August 9 – won't stop 'until it's complete'

John Pilati  
Franklin Free Press

After Russellville Mayor David Grissom contacted him with concerns about the progress of construction of a new splash pad at Sloss Lake, the owner of the company assured Grissom his crew would be on site Monday and remain until the project is complete.

Justin Vance, owner of Great Southern Recreation, told Grissom his crew has struggled with weather and scheduling issues to return to the site after the grading was completed.

"It's now shovel ready and we'll have a crew on site on Monday (August) 9<sup>th</sup> and they won't leave until it's complete," Vance told Grissom in a text message last week. "We're preparing mobilization this week and let me know if you have any questions. All the materials are on site and have been staged."

The original goal was for construction to be completed by July 4<sup>th</sup>, so the splash pad could open as part of the City of Russellville's Jam on Sloss Lake. The splash will be located on the west side of Sloss Lake, between the athletic complex and the lake.

Pilgrim's Russellville made a \$309,000 donation to the City of Russellville last year as part of the company's Hometown Strong program, which sees Pilgrim's invest in the communities the company is located.

With a total cost of \$445,000, the city will pay the remaining amount of \$136,000 from the 2019 Capital Improvement Bond Fund.

The splash pad will be Alabama's largest and will accommodate up to 175 children.



Waterplay RUSSELLVILLE SPLASH PAD, RUSSELLVILLE, AL

COURTESY PHOTO

Once completed, the splash pad will be able to accommodate up to 175 children.

**For updates on news and sports throughout the week, visit us online at [www.franklinfreepress.net](http://www.franklinfreepress.net)!**

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## Russellville to host 'Meet the Tigers' night set for August 13

Brady Petree  
 Franklin Free Press

RUSSELLVILLE - Before Russellville kicks off their 2021 high school football campaign next Thursday with their season-opening matchup with the Red Raiders of Decatur, fans of the Golden Tigers will get a chance to meet the players and observe some of the youth football players making their way through the ranks along with some activities as well.

On Friday, August 13th, the Russellville High School football program will host a 'Meet the Tigers' night at RHS football stadium beginning at 5 p.m. with an introduction of the Russellville 12U football team. Admission to the event is \$5 and there will also be an introduction of both the RMS and RHS football teams along with the cheer squads for both the middle school and high school teams. Each introduction will be followed by a scrimmage and afterwards fans will be able to take photos with players.

"We're going to recognize every football player and cheerleader from 10-12U and up. It's going to be a good community event to kick off football season for us," Russellville varsity head football coach John Ritter said.

In addition to watching their favorite Golden Tigers' take the field for the first time this season, fans will also be able to purchase concessions as there will be a food truck on-site as well as shaved ice, candy, pizza and other concession stand com-

See 'TIGERS,' page 12

# Return of the Friday night lights

The 2020 high school football scene in Franklin County saw unprecedented success. As the 2021 season draws near, we go over three key storylines before the season gets underway.



Phil Campbell (top left), Red Bay (bottom left), and Russellville (right) each have key storylines to follow as this season gets underway.

Brady Petree  
 Franklin Free Press

With just a little over one week remaining until the official start of the 2021 high school football season, anticipation is ramping up for what fans, coaches and players alike are hoping will be another highly successful season on the gridiron in Franklin County.

With three teams making the playoffs last season, it will be difficult to top such a historic year. But it's not impossible for a similar season to take place beginning in a few weeks.

So before the first kickoff takes place, we will run through a couple of the top storylines you need to be keeping up with throughout the season from week zero to the state championship games.

**Can Russellville become a back-to-back region champ for the first time since 2001-2006?**

Last year, the Golden Tigers won their respective region's title for the first time since 2015. Now, with last year's crown in hand and a returning cast of offensive firepower, Russellville is looking to do something that hasn't been done in nearly 15 years: win back-to-back region titles.

The last time the Golden Tigers were back-to-

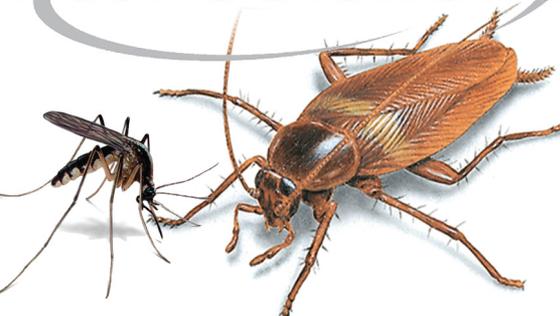
back region champions was during a string of region titles under former head coach Perry Swindall from 2001-2006. Since then, the Golden Tigers have claimed only three region titles (2010, 2015, 2020). And while there will be a decent amount of new players at different positions following the departure of an extremely talented 2020 senior class, the Golden Tigers still figure to be heavy-favorites for the 2021 5A region 8 crown.

Conner Warhurst and Gabe Amick figure to lead the charge once again under center so there's key experience at the quarterback position which is certainly a positive for the Golden Tigers. Arrieon "Boots" McCulloch will get a majority of the snaps out of the backfield as the leading back for Russellville and with Banks Langston and TJ King leading the charge for the receiving core, the Russellville offense figures to be stout.

The region itself seems relatively simple for the Golden Tigers. Just a season ago, region opponents were outscored by the Golden Tigers by a margin of 244-46. And despite losing high-profile players at key positions, that margin feels too massive to make up in one year's time for the rest of 5A region 8. Russellville should feel confident where they stand entering region play this year in

See 'RETURN,' page 13

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## 'TIGERS,' from page 11

modities.

There will also be inflatables for children as well as opportunities to purchase Golden Tiger merchandise before the season officially begins.

After the introduction of the band (after the conclusion of the final scrimmage), fans are encouraged to stick around and bring a blanket or lawn chair as there will be a movie shown on the jumbotron scheduled for 8:15.

Of course while there's certainly a 'want' to get the fans familiar with who they will be watching suit up every Friday night for the next three months, the football aspect also is something to keep an eye out for according to Ritter.

"From a football side of things, we've got the band coming, we'll have Richard on the P.A. so it will feel like an actual game. We've got a lot of guys that may not have played on a Friday night so we're going to try and simulate that as best we can with the crowd noise, the band and everything that typically goes into it," Ritter said. "It's also good to just get them excited about the season and get them ready to be in that stadium six out of the next ten Friday nights ready to compete."

With the opening matchup just one weekend away at home, Ritter is hopeful that Friday night's event will be just what the community needs to get the energy fired back up after a very successful 2020 campaign.

"We've got a great community and we really want those people to be fired up and ready to make Golden Tiger Stadium loud when we play at home especially since we start the season in only a week," Ritter said. "I would hope that after the past three years that after seeing how hard our guys play, that getting the community fired up about this season would be pretty easy. But we're excited about the event and giving our guys a taste of the Friday night lights before it really starts counting next Thursday."

## JOB OPPORTUNITY

GENERAL NOTICE ANNOUNCEMENT  
CITY OF RUSSELLVILLE

PATROL OFFICER – POLICE DEPARTMENT

**DEFINITION OF JOB:** Patrols a designated sector of the city of Russellville and responds to complaints. Serves warrants and subpoenas and testifies in court. Provides traffic control assistance. Performs dispatching duties. Performs other police related duties as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

**Knowledge of:** the city buildings and street system of Russellville; city, state and federal laws; court procedures; department rules, regulations and procedures; maintenance and use of weapons; radio codes, surveillance equipment and legal procedures involved with illegal drug cases.

**Ability to:** operate a motor vehicle; read; safely fire a weapon; communicate on telephone and radio; generate written documents such as reports and tickets; bend, crouch; stretch; stretch; walk; run; respond to emergency situations on short notice when off-duty; and do the essential functions of the job as directed in this description.

**Verbal skills to communicate factual information to co-workers, supervisors, general public and court personnel. Reading skills to read and understand rules, regulations policies and procedures, writing skills to clearly, accurately, and neatly complete routine reports and other paperwork. Math skills to perform basic calculations. Listening skills to receive radio call, take complaints, and interview witness.**

**Ability to use a computer as needed for data entry, word processing reports and investigative strategies.**

**Willingness to:** work overtime, irregular hours, weekends and holidays; travel and attend seminars and workshops.

**Ability to do the essential functions of the job as directed in this description.**

### QUALIFICATIONS and SPECIAL REQUIREMENTS:

Possession of a high school diploma or GED

Minimum of 21 years of age

Must meet or exceed the minimum requirements established by the State of Alabama Peace

Officers Standards and Training Commission

Possession of a valid Alabama Drivers License

Possess the ability to obtain an Alabama Police Academy diploma or its equivalent

Ability to wear appropriate uniforms and safety equipment.

Ability to work nonstandard hours and emergency call-backs.

Ability to travel as required.

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Pay Range is from \$30,969.12 - \$47,742.88.

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## 'RETURN,' from page 11

their quest for a second-straight region championship.

### The dawn of a new era in Red Bay

After seven seasons, there's a new sheriff in town overseeing the Red Bay Tigers football program. Michael Jackson departed Red Bay to take on a new coaching challenge (initially at St. John Paul II and currently is coaching in Mississippi) after last season and had one of the more successful reigns in northwest Alabama during his tenure, going 63-17 over his time with the Tigers.

Now it's Heath Childers' chance to leave his mark on a program that as we mentioned above, has seen its fair share of success in recent memory.

Of course, Childers will have his hands full from the get-go as a flurry of talented Tigers departed via graduation and Red Bay still calls 2A region 8 (one of the deepest and most difficult regions in the state) home.

Red Bay's schedule has some potential benefits for the Tigers that may be looking for a new identity for the first couple of weeks. With bye weeks sandwiched around each of their first three games, the Tigers will have plenty of time to make adjustments before hitting the most difficult part of their schedule in the second half. The Tigers also get one of their more difficult region matchups at home against Colbert County in what could be a pivotal game for playoff implications. So that's also good news for Tiger fans.

The first year for Childers and co. could potentially be a difficult one with the likes of Mars Hill, Colbert County and others looming on the schedule. But the Red Bay football program knows how to produce talent on the gridiron at a consistent rate like few other programs around.

So if there's a program that can overcome and adapt quickly, the Tigers are that program.

### How will Phil Campbell follow up their 2020 playoff season?

Kevin Barnwell and the Bobcats did quite the 180 degree turn from their 2019 season to their 2020 season.

After going 4-6 (1-5 in region play) in 2019, the Bobcats managed to keep things level with a 3-3 regional record and a decisive victory over rival Colbert Heights which inevitably secured a playoff spot for Phil Campbell in 2020.

Now in his third season at the helm, the question looms for Barnwell: how will his team follow up their previous success?

See, 'RETURN,' on page 15

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## 'RETURN,' from page 13

For a Phil Campbell program that hadn't seen a ton of success prior to last season, the Bobcats haven't seen the playoffs in back-to-back seasons since the 2014-2015 seasons.

And while the region certainly possesses some upside for the Bobcats, the real question will center around how well the Bobcats fill voids left by significant players that graduated.

Players like Austen Baker, Ridge Raper and Luke Barnwell, just to name a few, all departed after one of the more successful senior classes to come through for Phil Campbell secured a football postseason spot for the first time in five seasons and also brought home the school's first-ever baseball state title.

The Bobcats will play host to Lauderdale County and Clements in 2021, both of whom made the playoffs in 2020 so there is some hope for an upset there. However, a road trip to Colbert Heights and East Lawrence (last year's region champs) could prove to be the make-or-break points in the schedule for the Bobcats.

But there is certainly enough returning talent for Barnwell and his staff to work with, the question surrounding is: how quickly will the new players mesh with the returning ones?

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CITY OF RUSSELLVILLE

COURT MAGISTRATE – COURT DEPARTMENT

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of City and Department rules, regulations, policies, and procedures.  
Knowledge of City codes and ordinances.  
Knowledge of Alabama system of Criminal Procedure, Criminal Code and Alabama Motor Vehicle Laws, Court's filing system and requirements and applicable local, state and federal laws.  
Knowledge of specialized court package computer software, State of Alabama archival procedures and requirements, municipal court processes and procedures, municipal court-related fees and management of financial matters. Modern offices practices and procedures.  
Reading skills to comprehend laws, legal documents, manuals, directives, court proceedings and instructions. Verbal skills to communicate effectively with colleagues, court personnel, defendants, complainants, attorneys, Police Department personnel, and the general public  
Writing skills to clearly and neatly complete routine forms and records: compile documents compose letters and court orders, Math skills to perform basic calculations.  
Ability to do the essential functions of the job as directed in this description

**QUALIFICATIONS and SPECIAL REQUIREMENTS:**

Possession of a high school diploma or GED; an associate's degree from an accredited college in business management, legal assisting, or paralegal is preferred.  
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