

Purpose: To identify jobs that are available for high school and college graduates. To instruct students what qualities employers desire employees to possess.

Materials: Pen, pencil, paper, and overhead projector

- I. Give overview of jobs within Cullman County Government
 - A. Elected positions and employers of elected officials
 - B. Sheriff's Office and available positions within criminal justice
 - C. Employment opportunities within the courthouse (Archives, IT Dept., Accounting, Board of Registrars)
 - D. Employment opportunities outside courthouse (Road Dept., Sanitation, Parks and Rec., Animal Control, Safety Dept., Commission on Aging, Economic Development, Sales Tax, EMA)

- II. Explain the requirements to gain a job in Cullman County Government
 - A. Jobs that require a college degree
 - B. Jobs that require a high school diploma/GED

- III. Explain the personal qualities of a county worker
 - A. How to interview for a job
 - B. Being punctual
 - C. Properly dressed
 - D. Self motivation

Homework: Students will log on to the Cullman County Government website and research the different jobs that are available. Students will list three jobs that interest them. Tomorrow, we will look at the education that is needed for chosen jobs, and also the personal qualities that are needed to fulfill chosen jobs. <http://www.co.cullman.al.us/>