

TALLADEGA COUNTY COMMISSION



POSITION: Probate Clerk
DEPARTMENT: Probate Office
STEP/GRADE: D \$12.36/hr
FLSA Classification: Non-Exempt

OVERVIEW: Performs a variety of full performance clerical and administrative duties and acts as a primary contact with the public. Responsible for correctly verifying, recording, indexing, and retrieval of instruments for the public.

ESSENTIAL JOB DUTIES:

- Answer telephones, greet visitors, provide information, research information on the computer, and assist customers, lawyers, and other professionals.
- Record legal documents while ascertaining the validity of the instruments, deciphering the legal content and collection of appropriate recording fees and taxes.
- Daily reconciliation of funds collected and amounts applied to recorded instruments.
- Study of recorded legal documents to correctly index instruments for the benefit of retrieval by customers.
- Compile correspondence, lists and other documents, and utilize information to benefit the clientele.
- Record marriage certificates.
- Process notary public applications, including recording and completion of notary certifications.
- Perform tasks related to elections as requested.
- Work at satellite office when necessary.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or graduate equivalency.
- One (1) year of general clerical experience in an office environment working with the public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of current practices and procedures involved in customer service.
- Substantial knowledge of office procedures, practices and equipment.
- General knowledge of the function of services with the public sector, preferably within a county structure.
- Ability to correctly count and handle large amounts of cash.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to handle confidential information with tact and discretion.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over an issue involved with County activities and policies.

SUPERVISORY CONTROLS:

- This position has no supervisory duties.
- This position receives supervision from the Chief Clerk or Probate Judge.

WORK ENVIRONMENT:

- This work is performed in a typical office environment with employee sitting at a desk for extended periods of time with intermittent standing and walking; bending; carrying of light items such as papers, books, etc.
- Duties are performed having direct contact with attorneys and business professionals as well as with the general public.

REQUIRED PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity which permits the employee to operate a computer, telephone, fax machine and related equipment.
- Sufficient personal mobility and physical reflexes which permits the employee to function within the general office environment.
- Ability to sit at a desk with intermittent standing and walking.
- Be able to lift up to 15 pounds.

Job Description Acknowledgement and Understanding

I have received, reviewed and fully understand the job description for **PROBATE CLERK**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I also understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Name _____ Date _____

Employee Signature _____