

**JOB DESCRIPTION  
MARSHALL COUNTY, ALABAMA**

**PROBATE CLERK**

**JOB GRADE: 8**

**JOB CODE: 160**

Department: Probate  
Reports To: Division Supervisor  
Date: August 2015  
FLSA: Non-Exempt  
DOT Ref: 243.362-010, 205.367-034

**JOB DESCRIPTION**

Performs clerical tasks in the assigned area of the Probate Department, which involves answering questions examining documents and issuing tags and licenses. Incumbents may perform primary tasks associated with issuing vehicle tags, driving licenses, game and fishing licenses or recording and maintaining records, such as real estate transactions, wills, guardianships, mortgages, and etc. Individuals assure that proper documentation is received, and calculate taxes and fees prior to accepting documents or issuing licenses. Individuals are required to maintain and balance a cash drawer.

**ESSENTIAL JOB FUNCTIONS**

- A. Examine documents, issue licenses and permits, and collect associated fees and taxes:
  - 1. Examine documentation required for issuing licenses and permits for business privilege licenses, game and fishing licenses, Notary Public licenses, driving permits, non-driver identification cards, using computer and manual systems.
  - 2. Inform the public if there are deficiencies in documents presented and assist them in understanding how to correct deficiencies.
  - 3. Collect fees and taxes associated with the issuance of the license/permit, and balance collections in accordance with established procedures
  
- B. Record and maintain records of events and transactions using optical scanning equipment:
  - 1. Code and scan instruments and documents, including verification of image, re-scanning, and updating data, if necessary.
  - 2. Load and unload microfilm into camera and record usage.
  - 3. Maintain and update all computerized database files in accordance with established procedures.
  - 4. Retrieve books for historical data and add to indexing and imaging file.
  - 5. Provide assistance and instructions on system to customers.
  - 6. Record marriages and send copy of license to the State, in accordance with established procedures.
  - 7. Collect filing fees and any taxes due for deeds, mortgages, etc., issue receipts as needed, balance collections in accordance with established procedures, balance docket and money, verify funds, and make bank deposits.
  
- C. Issue motor vehicle tags and titles when proper documentation is presented and required payments are made:
  - 1. Verify description and identification number of vehicles, including mileage if out of state title is needed.

**ESSENTIAL JOB FUNCTIONS (Continued)**

2. Examine existing title, title application, bills of sale, and other documentation regarding the request for issuing a tag to assure that all documents are correct.
3. Process and verify all title reports and issue check to Alabama Department of Revenue.
4. Calculate and collect appropriate taxes and fees required prior to issuing tag.
5. Process requests for mailing tags and/or decals by keying in information, verifying receipt of proper amount of money, and mailing tag and/or decals to citizens.
6. Answer questions, inform citizens of how deficiencies can be corrected.
7. Fill tag bins with proper tags.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic mathematics sufficient to operate cash drawer and make calculations.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of basic filing systems and coding methods, including alphabetical, numeric, indexing methods, etc.
- Ability to communicate both verbally and in writing.
- Ability to read and comprehend departmental rules, regulations, procedures and instructions.
- Ability to understand verbal instructions and directions.
- Ability to perform moderately complex mathematical calculations, with or without a calculator.
- Ability to operate basic office equipment, including computers and optical scanning equipment.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public and provide information in a polite and efficient manner both in person and on the telephone verbally explain the rules and procedures to the citizens in a clear and courteous manner.
- Ability to perform data entry accurately and efficiently.
- Ability to make decisions in accordance with precedents and regulations and to apply them to work situations.
- Ability to establish and maintain effective working relationships with other employees, and the general public.

**MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or G.E.D. Certificate.
- Ability to enter data into computer system and utilize computer software.
- Some general clerical experience which included computerized records and optical scanning equipment preferred.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**