

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

SR. PROBATE CLERK

JOB GRADE: 10

JOB CODE: 162

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, assists in answering questions and training new personnel, and serves as backup for supervisor in the tags and licenses area of the Probate Department or works independently in a satellite office of Probate, 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. 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 in the main Courthouse or verify, balance and make deposit in satellite locations.

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. 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.
 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 and inform citizens of how deficiencies can be corrected.
 7. Fill tag bins with proper tags.

ESSENTIAL JOB FUNCTIONS (Continued)

C. Work at satellite and make deposits, or assist and fill-in for supervisor:

1. Provide limited Probate services at satellite location.
2. Balance collections in accordance with established procedures, verifies funds, and makes bank deposit.
3. Provide documentation to Accounting Clerk of deposits made.
4. Provide assistance to supervisor by answering questions and assisting clerks with difficult transactions.
5. Participate in training new personnel.
6. Fill-in for supervisor as needed.

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 standard senior high school or G.E.D. certificate plus two (2) years of work experience in the Probate Office Tags and License Division.

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.