

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

PROBATE COURT CLERK

JOB GRADE: 10

JOB CODE: 163

Department: Probate
Reports To: Chief Probate Clerk
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 243.362-010

JOB DESCRIPTION

Performs a variety of high-level clerical tasks related to the operation of the Probate Court. Work is related to wills, administrations, guardianships, conservatorships, commitments, name changes, legitimations, adoptions and land condemnations. Creates permanent files, assigns case numbers and records in dockets and index books, checks for accuracy, prepares forms, appoints guardians ad litem, sends out correspondence via certified mail. Collects money and records in receipt book. Assures that files and documents are complete for Judge. Assists Chief Probate Clerk as needed. Performs other clerical tasks such as answering phone, processing incoming and outgoing mail, performing secretarial work for Judge, and assists by performing tasks associated with elections.

ESSENTIAL JOB FUNCTIONS

- A. Receive a number of probate documents related to wills, administrations, guardianships, commitments, name changes, legitimations, adoptions, and land condemnations and perform the following:
1. Create permanent files.
 2. Assign case numbers and record in docket and index book.
 3. Check documents for accuracy.
 4. Type supplemental forms as necessary.
 5. Set hearings.
 6. Appoint guardians ad litem.
 7. Correspond with appropriate parties using certified mail.
 8. Receive money and record in receipt book.
 9. Organize and prepare materials for judge, scheduling calendar in order to assure hearings and meetings are kept in a timely manner.
 10. Compile figures to determine land redemption costs for property owners and prepare Probate Court deeds.
- B. Provide assistance to Probate Judge, Chief Clerk as needed, assist attorneys and others with probate, estate, or other information:
1. Assist Chief Clerk on a daily basis as needed.
 2. Assure that telephone calls are properly routed.
 3. Help attorneys and others obtain needed probate and estate information.
 4. Prepare correspondence for Probate Judge and Chief Clerk.

ESSENTIAL JOB FUNCTIONS (Continued)

- C. Perform clerical tasks related to receiving, recording, and processing money:
1. Record returned checks, write and send 2nd letter by certified mail.
 2. Collect money from check writers and send uncollected checks to D.A.'s office.
 3. Balance and maintain a number of accounts such as recording, land condemnation, mail fee, land redemption, flower fund, and various fiduciary accounts.
 4. Balance and maintain Probate Court account, reconcile bank statement with cashbook.
 5. Receive fee declarations from attorneys, guardians ad litem, commission office, mental health office, etc.
- D. Perform a number of tasks related to elections:
1. Organize poll worker's list.
 2. Collect financial statements from candidates in compliance with Fair Campaign Practice Act.
 3. Check petitions of independent candidates for compliance with Fair Campaign Practice Act.
 4. Provide supplies to absentee Manager.
 5. Canvass election returns for compliance.

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.
- Knowledge of Probate Court function and mode of operation, and related statutes, rules and regulations.
- Knowledge of basic bookkeeping sufficient to balance accounts and keep financial records.
- 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 computer.
- 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 use good judgment to make decisions within scope of job responsibilities.

MINIMUM QUALIFICATIONS

- Graduation from a standard senior high school or G.E.D. certificate plus five (5) years of experience in the Probate Court or legal office environment.

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.