

**JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA**

PROBATE DIVISION SUPERVISOR –RECORDING

JOB GRADE: 11

JOB CODE: 177

Department: Probate
Reports To: Chief Probate Clerk
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 169.167.034

JOB DESCRIPTION

Plans, organizes and assigns work tasks in the assigned area of the recording division in the Probate Department, which involves receiving, examining, storing and disseminating public documents. Supervises assigned personnel. Perform clerical work as needed, and conduct spot checks of work, in order to assure that work is being performed according to established procedures. Develops and transmits schedules and instructions to employees. Check the work of clerical employees on a daily basis to assure that collections balance. Respond to customers and citizens who come in, call, or email with questions regarding the functions of the Probate Department specifically dealing with recording. Establishes and maintains effective relationships with other employees, public officials, and the public.

ESSENTIAL JOB FUNCTIONS

- A. Oversee the assigned division of the recording function of the Probate Department:
 - 1. Respond to difficult customers and emails to division.
 - 2. Answer questions and investigate any issues escalated both internally and externally.
 - 3. Develop schedules and forms to be used to check up cash drawers.

- B. Perform various clerical functions related to division operations:
 - 1. Balance daily collections and make necessary report to Accounting Clerk.
 - 2. Print/Summarize records to transmit to State of Alabama, in accordance with laws and established procedures.
 - 3. Communicate with State to resolve any computer systems problems.
 - 4. Provide back-up for subordinates, as needed.
 - 5. Process documents received via mail by verifying documents, accepting fees, recording and returning document.
 - 6. Assist customers in locating documents, answer questions, make copies, etc.
 - 7. Index all recorded documents.

- C. Supervise assigned staff and assist with training:
 - 1. Participate in pre-employment interviews and make hiring recommendations.
 - 2. Interpret and apply personnel policies, departmental policies, and other relevant policies and procedures.
 - 3. Review time and leave reports for assigned staff.
 - 4. Schedule vacation and time off for employees in division.
 - 5. Oversee and participate in staff training and development.
 - 6. Prepare and review performance appraisal and discuss with subordinates.
 - 7. Counsel employees regarding job performance and document in accordance with established procedures.
 - 8. Recommend disciplinary action 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.
- Knowledge of Alabama codes related to recording procedures and issuance of marriage license.
- Knowledge of the policies and procedures of the Probate Department.
- Knowledge of the principles of management and supervision.
- 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 the general public, attorneys, title researchers and other employees.
- 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 respond to difficult or unusual questions that require the research of laws or procedures.
- Ability to assign and review the work of subordinate staff.
- Ability to make decisions in accordance with precedents and regulations and to apply them to work situations.

MINIMUM QUALIFICATIONS

- Graduation from a standard senior high school or G.E.D. certificate plus five (5) years of experience in a Probate Office.
- Supervisory experience 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.