

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

CHIEF PROBATE CLERK

JOB GRADE: 14

JOB CODE: 990

Department: Probate
Reports To: Probate Judge
Date: August 2015
FLSA: Exempt
DOT Ref: 169.167-034

JOB DESCRIPTION

Oversees the operation of the Probate Office to assure that all court business is conducted efficiently, in a timely manner, and that all records are safely stored. Establishes, modifies, and implements procedures as needed to comply with local state and federal laws regarding the Probate Judge's office. Assists the Probate Judge by handling routine matters and acting as Judge in the absence of the Probate Judge, except as limited by law.

ESSENTIAL JOB FUNCTIONS

- A. To provide general oversight of the daily operation of the Office of the Probate Judge, engaged in selling licenses, and maintaining records:
1. Stay abreast of all new laws and regulations which affect the operation of the Probate Office and modify existing policies and procedures to assure compliance.
 2. Assure that bank deposits are made in accordance with established procedures.
 3. Assure that checks returned for insufficient funds are collected.
 4. Oversee the training of new employees, including evaluation of progress and monitoring attendance.
 5. Oversee two satellite offices.
 6. Requisition supplies and equipment of the Probate Office and maintain records of supplies.
 7. Supervise the service and/or sale of: license plates; title applications; licenses; driver license or ID card and driving permits; boat registrations and operating licenses; miscellaneous other licenses.
 8. Supervise the collection of ad valorem and sales taxes.
 9. Perform land redemptions (Land sold at auction that is redeemed through Probate).
 10. Issue tax deeds and get all records ready for auditors.
 11. Oversee voter elections.
 12. Supervise the recording of documents such as MTG tax; deed tax; mineral tax; Notary Bonds; Certificates of Judgment; Satisfaction of Lien; State Tax Lien; Intent to Dissolve; DD214; POA; Trust Agreements.
- B. To Assist the Probate Judge by performing routine duties delegated by the judge and acting as judge in his or her absence:
1. Serve as Special Probate Judge, appointed by circuit judge, when Probate Judge is absent.
 2. Issue letters of testamentary, administrative and guardianship in uncontested proceedings.

ESSENTIAL JOB FUNCTIONS (Continued)

3. Administer oaths relating to the business of the court.
4. Receive and certify acknowledgments and proof of documents authorized to be recorded.
5. Solemnize matrimony, approve bonds, and appoint guardians ad litem (GAL).
6. Admit and record wills to probate; pass and allow accounts of executors, administrators, and guardianships where there is no contest.
7. File condemnations, commitments, name changes, declarations of legitimacy, and certifications of all documents filed in estates.
8. May perform all other acts and duties, both ministerial and judicial, of the Probate Judge where there is no contest.
9. Assist the Judge by researching the Code of Alabama and Attorney General opinions as needed.
10. Act as judge in his or her absence.
11. Monitor election preparations and assist Probate Judge in its administration.
12. Listen to and counsel angry or distressed citizens who call or come to the Probate Court to protest or seek to understand their treatment.

C. Supervise staff and assist subordinate supervisors:

1. Conduct 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. Oversee and participate in staff training and development.
5. Prepare and review performance appraisal and discuss with subordinates.
6. Counsel employees regarding job performance and document in accordance with established procedures.
7. Assist subordinate supervisors in handling problem employees.
8. Recommend disciplinary action as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the Code of Alabama as it pertains to the responsibilities of the Office of the Probate Judge.
- Knowledge of principles of management and supervision.
- Knowledge of Probate Court procedures.
- Knowledge of business English, spelling, and arithmetic.
- Knowledge of modern office practices, procedures, and equipment including computers, scanners, and software.
- Knowledge of legal terminology, documents, and the laws, rules, and regulations as these apply to the operation of the Probate Court.
- Knowledge of Alabama voting laws and procedures.
- Ability to make rational decisions based on legal precedent and facts in each case.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to read and understand written instructions, directives, manuals, laws, and regulations.

KNOWLEDGE SKILLS & ABILITIES (Continued)

- Ability to provide guidance and supervision in order to facilitate the efficient operation of the office.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to prepare and assist in administering election process.
- Ability to research Code of Alabama and Attorney General Opinions as needed in order to provide relevant information to Probate Judge.
- Ability to establish and maintain effective working relations with elected officials, employees, attorneys, and the public.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business or Public Administration or related field plus five (5) years of experience in a Probate office, with at least three (3) years of supervisory experience, or an equivalent combination of education and experience.

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.