

# MARSHALL COUNTY, ALABAMA

## Job Description

### CLERK, PROBATE

**Department:** Probate

**Job Code:** 160

**Pay Grade:** 104

**FLSA Status:** Non-Exempt

**Reports To:** Division Supervisor

#### JOB SUMMARY

The Probate Clerk performs clerical tasks in the assigned area of the Probate Department, which involves answering questions examining documents and issuing tags and licenses. Performs 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, etc. Assures that proper documentation is received and calculates taxes and fees prior to accepting documents or issuing licenses. Maintains and balances a cash drawer.

#### ESSENTIAL JOB FUNCTIONS

- Examines documents, issues licenses and permits, and collects associated fees and taxes in person and electronically.
- Examines documentation required for issuing licenses and permits for business privilege licenses, game and fishing licenses, Notary Public licenses, driving permits, and non-driver identification cards, using computer and manual systems.
- Informs the public if there are deficiencies in documents presented and assists them in understanding how to correct deficiencies.
- Collects fees and taxes associated with the issuance of the license/permit and balances collections in accordance with established procedures
- Records and maintains records of events and transactions using optical scanning equipment.
- Codes and scans instruments and documents, including verification of image, re-scanning, and updating data, if necessary.
- Loads and unloads microfilm into camera and record usage.
- Maintains and updates all computerized database files in accordance with established procedures.
- Retrieves books for historical data and adds to indexing and imaging file.
- Provides assistance and instructions on system to customers.
- Records marriages and sends copy of license to the State, in accordance with established procedures.
- Collects filing fees and any taxes due for deeds, mortgages, etc., issues receipts as needed, balances collections in accordance with established procedures, balances docket and money, verifies funds, and makes bank deposits.
- Issues motor vehicle tags and titles when proper documentation is presented and required payments are made.
- Verifies description and identification number of vehicles, including mileage if out of state title is needed.
- Examines existing title, title application, bills of sale, and other documentation regarding the request for issuing a tag to assure that all documents are correct.
- Calculates and collects appropriate taxes and fees required prior to issuing tag.
- Processes 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.
- Answers questions and informs citizens of how deficiencies can be corrected.
- Fills tag bins with proper tags.

- Assists in the end-of-year changes and reports required for upcoming year.
- Assists customers with registering to vote, submitting address changes, and finding the correct polling place.
- Processes new and used boat registration and renewals.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent, with one (1) year of general clerical experience that includes using computer software and performing data entry, or an equivalent combination of education and experience. Experience working with computerized records and optical scanning equipment preferred.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- None

#### **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 apply them to work situations.
- Ability to establish and maintain effective working relationships with other employees and the general public.

### **PHYSICAL DEMANDS**

The work is sedentary and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, standing, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

### **WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable office environment.

**Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***