

MARSHALL COUNTY, ALABAMA

Job Description

SENIOR CLERK, PROBATE

Department: Probate

Job Code: 162

Pay Grade: 106

FLSA Status: Non-Exempt

Reports To: Division Supervisor

JOB SUMMARY

The Senior Probate Clerk 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. Performs primary tasks associated with issuing vehicle tags, driving licenses, and game and fishing licenses. Assures that proper documentation is received and calculates taxes and fees prior to accepting documents or issuing licenses. Maintains and balances a cash drawer, verifies balances, and makes deposits.

ESSENTIAL JOB FUNCTIONS

- Examines documents, issues licenses and permits, and collects associated fees and taxes.
- 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.
- 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 customers with registering to vote, submitting address changes, and finding the correct polling place.
- Processes new and used boat registration and renewals.
- Provides MLI information and assists customers in clearing MLI suspensions.
- Balances collections in accordance with established procedures, verifies funds, and makes bank deposit.
- Provides documentation to Accounting Clerk of deposits made.
- Provides assistance to supervisor by answering questions and assisting clerks with difficult transactions.
- Participates in training new personnel.
- Fills in for supervisor, as needed.
- Orders office supplies and assists with office maintenance, such as vacuuming, dusting, mopping, refilling supplies, etc., as needed.
- 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 and two (2) years of experience in the Probate Office Tags and License Division issuing tags and licenses, or an equivalent combination of education and experience. Supervisory experience 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 and 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 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, kneeling, stooping, 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.