

MARSHALL COUNTY, ALABAMA

Job Description

PROBATE DIVISION SUPERVISOR - RECORDING

Department: Probate

Job Code: 177

Pay Grade: 107

FLSA Status: Non-Exempt

Reports To: Probate Judge

JOB SUMMARY

The Probate Division Supervisor - Recording 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. Performs clerical work as needed, and conducts 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. Checks the work of clerical employees on a daily basis to assure that collections balance. Responds 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

- Oversees the assigned division of the recording function of the Probate Department.
- Responds to difficult customers and emails to division.
- Answers questions and investigates any issues escalated both internally and externally.
- Develops schedules and forms to be used to check up cash drawers.
- Performs various clerical functions related to division operations.
- Balances daily collections and makes necessary report to Accounting Clerk.
- Prints and summarizes records to transmit to State of Alabama, in accordance with laws and established procedures.
- Prepares reports for the Secretary of State for corporations and notary bonds recorded and prepares reports for the Bureau of Vital Statistics for marriage records.
- Communicates with State to resolve any computer systems problems.
- Provides back-up for subordinates, as needed.
- Processes documents received via mail, in person, and electronically, by verifying documents, accepting fees, recording, and returning document.
- Assists customers in locating documents, answering questions, making copies, etc.
- Indexes all recorded documents.
- Supervises assigned staff and assists with training.
- Participates in pre-employment interviews and makes hiring recommendations.
- Interprets and applies personnel policies, departmental policies, and other relevant policies and procedures.
- Researches data and stays informed of new laws or changes in procedures, communicates with the state legal department when questions arise, and keeps clerks informed of changes.
- Reviews time and leave reports for assigned staff.
- Schedules vacation and time off for employees in division.
- Oversees and participates in staff training and development.
- Prepares and reviews performance appraisal and discusses with subordinates.
- Counsels employees regarding job performance and documents in accordance with established procedures.
- Recommends disciplinary action, as needed.

- Assists Probate Judge, Chief Clerk and Elections Manager as needed with election preparation.
- 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 five (5) years of experience in the Probate Office environment, 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.
- 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.

PHYSICAL DEMANDS

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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, balancing, crouching, lifting, 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.