

MARSHALL COUNTY, ALABAMA

Job Description

CHIEF CLERK, PROBATE

Department: Probate

Job Code: 990

Pay Grade: 110

FLSA Status: Exempt

Reports To: Probate Judge

JOB SUMMARY

The Probate Chief Clerk oversees the operation of the Probate Office and satellite offices, 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, when needed and appointed, in the absence of the Probate Judge, except as limited by law.

ESSENTIAL JOB FUNCTIONS

- Provides general oversight of the daily operation of the Office of the Probate Judge, engaged in selling licenses, and maintains records.
- Stays abreast of all new laws and regulations which affect the operation of the Probate Office and modifies existing policies and procedures to assure compliance.
- Reconciles bank accounts and assures that bank deposits are made in accordance with established procedures.
- Assures that non-sufficient checks are returned for collection.
- Oversees and participates as needed in the training of new employees, including evaluation of progress and monitoring attendance.
- Requisitions supplies and equipment purchases and maintains record of such purchases.
- Supervises the service and/or sale of license plates, title applications, licenses, driver's license, ID card, driving permits, boat registrations and operating licenses, and miscellaneous other licenses.
- Supervises the collection of ad valorem and sales taxes.
- Processes land redemptions.
- Issues tax deeds and prepares records for auditors.
- Supervises the recording of documents, such as deeds, mortgages, Notary Public Bonds, Certificates of Judgment, Satisfaction of Liens/Mortgages, DD214, Power of Attorney, etc.
- Assists the Probate Judge by performing routine duties delegated by the judge and acting as judge in their absence.
- Serves as Special Probate Judge, appointed by circuit judge, when Probate Judge is absent.
- Approves bonds, issue letters of testamentary, administration and guardianship in uncontested proceedings.
- Administers oaths relating to the business of the court.
- Maintains court calendar, sets hearings and appoints guardians ad litem (GAL).
- Admits wills to probate and passes and allows accounts of executors, administrators, and guardianships where there is no contest.
- Accepts and processes new cases in absence of Probate Court Clerk.
- Processes mental commitment billing and submits to the State of Alabama; receipts and disburses mental commitment payment to appropriate parties.
- Performs all other acts and duties, both ministerial and judicial, of the Probate Judge where there is no contest, as needed.

- Assists the Judge by researching the Code of Alabama and Attorney General opinions, as needed.
- Assists Probate Judge, as needed and directed, with election preparation.
- Listens to and counsels angry or distressed citizens who call or come to the Probate Court to protest or seek to understand their treatment.
- Supervises staff and assists subordinate supervisors.
- Assists and conducts pre-employment interviews and makes hiring recommendations.
- Interprets and applies personnel policies, departmental policies, and other relevant policies and procedures.
- Reviews and inputs time and leave requests into the payroll program and processes bi-weekly probate employee time reports.
- Prepares and reviews employee performance appraisals and discusses with subordinates.
- Counsels supervisors on handling problem employees, recommend appropriate disciplinary action when needed.
- Counsels employees regarding job performance and documents in accordance with established procedures.
- Participates in and attends Alabama Probate Judge's Association conferences.
- 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:

Bachelor's degree in business or public administration, or a related field and five (5) years of experience in a Probate office, with at least three (3) years of supervisory or administrative experience, or an equivalent combination of education and experience.

Licenses or Certifications:

- None

Special Requirements:

- None

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.
- 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.

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, 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 safe and secure work environment that may periodically have unpredicted requirements or demands.

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.