

ADMINISTRATIVE COORDINATOR – PROBATE

Department: Probate Department

Job Code: 153

Pay Grade: 108

FLSA Status: Non-Exempt

Reports To: Probate Judge

JOB SUMMARY

The Probate Administrative Coordinator is responsible for assigning and monitoring tasks within the probate division, assisting clerks, ensuring compliance with procedures, and responding to public inquiries. In the Probate Court, the role includes entering case information, preparing official correspondence, collecting payments, and supporting court staff. Additional duties involve scheduling, communication, recordkeeping, office supply management, and assisting with policy implementation.

ESSENTIAL JOB FUNCTIONS

- Oversees the assigned division of the recording department.
- Responds to difficult customers, calls and emails.
- Handles inquiries and investigates issues escalated from both internal staff and external parties.
- Assists with supervising the recording of documents, such as deeds, mortgages, notary, certificate of judgments, liens, etc.
- Performs various clerical functions related to division operations.
- Communicates with the State and software provider to resolve any computer problems.
- Assists with maintaining court calendar, setting hearings and appointments of guardian ad litem and court representatives.
- Provides back-up for subordinates, as needed.
- Participates in pre-employment interviews and makes hiring recommendations.
- Applies personnel and departmental policies.
- Assists with issuing letters testamentary/administration when there is no contest.
- Researches data and stays informed of new laws or changes in procedures, communicates with the state legal department and keeps clerks informed of changes.
- Oversees and participates in staff training and development.
- Assists Probate Judge and Elections Manager as needed with election preparation.
- Receives and processes probate court filings by inputting into court software program.
- Reviews court filings accuracy for submission to Probate Judge.
- Assists with input of time and leave requests into the payroll program.
- Prepares materials, correspondence, and supplemental forms for Probate Judge.
- Assists Chief Clerk and Probate Judge with clerical tasks.
- Balances and maintains fiduciary accounts.
- Assists with reconciling bank accounts and assures bank deposits are made in accord with protocol.
- Communicates with hospital daily regarding commitments.
- Coordinates with the Sheriff's office regarding commitments.
- Assists with commitment billing and processing.
- Attend monthly meetings with DHR and Mental Health Committee.
- Draft court orders as needed.
- Stands in for the Chief Clerk in their absence.

- Assists with budget monitoring and 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:

Associate's degree in business administration, public administration, accounting, or a related field and three (3) years of experience in the Probate Court or legal office environment, or an equivalent combination of education and experience.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of basic accounting and bookkeeping.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of basic filing systems and coding methods, including alphabetical and numeric, indexing methods, etc.
- Knowledge of the departmental and personnel policies and procedures.
- Knowledge of Probate Court functions and mode of operation and related statutes, rules and regulations.
- Knowledge of the legal field and the Code of Alabama.
- Knowledge of Business English, spelling, and arithmetic.
- Knowledge of personal computers, operating system, and software.
- Ability to communicate both verbally and in writing.
- Ability to read and comprehend laws, regulations, departmental rules and regulations, and procedures and instructions.
- Ability to understand verbal instructions and directions.
- Ability to operate basic office equipment, including PC's.
- Ability to balance money collected daily.
- Ability to perform moderately complex mathematical calculations with a calculator.
- 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.
- Ability to perform data entry at an error free rate equivalent to 40 words per minute.
- Ability to make decisions in accordance with precedents and regulations and apply them to work situations.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.

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, lifting, standing, 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 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.