

# MARSHALL COUNTY, ALABAMA

## Job Description

### COURT CLERK, PROBATE

**Department:** Probate

**Job Code:** 163

**Pay Grade:** 106

**FLSA Status:** Non-Exempt

**Reports To:** Chief Clerk, Probate

#### JOB SUMMARY

The Probate Court Clerk performs a variety of high-level clerical tasks related to the operation of the Probate Court related to wills, administrations, guardianships, conservatorships, commitments, name changes, legitimations, adoptions, and land condemnations. Creates permanent case files by assigning case numbers and assembling documents into court file. Records and inputs cases into court software program and court index record books. Prepares notices and other correspondence for court hearings, as well as other correspondence, as instructed by the Probate Judge and/or Chief Clerk. Collects money and records in receipt book. Performs other clerical tasks such as answering phone, processing mail, receipting money, and performing secretarial work for the Probate Judge. Assists the Probate Judge with election preparation.

#### ESSENTIAL JOB FUNCTIONS

- Receives and processes wills, administrations, guardianships, conservatorships, mental commitments, name changes, adoptions, etc., by inputting into court software program and court index record book.
- Assigns case numbers and creates permanent files.
- Maintains current list of Sheriff Guardianships and County Conservatorship files.
- Reviews court filings accuracy for submission to Probate Judge.
- Prepares service packets and certified mail for notices of hearings.
- Receipts monies paid into Probate Court.
- Processes outgoing mail and makes bank deposits for Probate office as needed.
- Organizes and prepares materials for Judge, and types supplemental forms as necessary.
- Assists Chief Clerk and Probate Judge with clerical tasks as needed.
- Answers and routes telephone calls accordingly.
- Balances and maintains fiduciary accounts.
- Assists attorneys and others as needed to obtain information regarding probate cases.
- Prepares correspondence for Probate Judge and Chief Clerk.
- Assists Probate Judge, Chief Clerk and Elections Manager with election preparation as needed.
- Performs clerical tasks related to receiving, recording, and processing money.
- Receives fee declarations from attorneys, guardian's ad litem, commission office, mental health office, etc.
- 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 three (3) years of experience in a Probate office 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 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 Probate Court function and mode of operation, and related statutes, rules, and regulations.
- Knowledge of the legal field and the Code of Alabama.
- Knowledge of basic bookkeeping sufficient to balance accounts and keep financial records.
- 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 computer.
- 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 use good judgment to make decisions within scope of job responsibilities.

**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, 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.***