

***Limestone
County Commission***

***Chairman
Collin Daly***

***Administrator
Ellen Morell***



***Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend***

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

PROBATE CLERK I

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$16.21 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH THURSDAY

MAY 19, 2022.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Probate Clerk I
Probate Court

PC/5
Job Grade: 10

JOB SUMMARY

This position performs clerical and customer service duties in support of the operations of the Probate Court.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance to the general public, attorneys, public officials, and others; forward calls and directs visitors to appropriate staff.
- Receives payments and records marriage certificates; prepares and delivers the requested quantity of certified marriage certificates.
- Checks documents for recording fee accuracy and for compliance with state requirements.
- Prepares real estate documents for recording, including deeds, mortgages, releases, liens, etc.; calculates taxes and fees.
- Clocks documents and certificates for addition to office records.
- Indexes recorded documents to aid in record searches.
- Verifies indexed items for accuracy and completeness.
- Prepares documentation for initial term and renewals of Notary Public Commissioners; administers notary oaths; compiles monthly notary reports; prepares Notary Certifications.
- Creates copy accounts for abstractors, attorneys, banks, realtors, and the general public; receives and records related fees.
- Conducts records searches.
- Assists military personnel in obtaining discharge documentation.
- Receives and files probate court instruments.
- Sets dockets for name change hearings; advises visitors of documentation required for opening a case; prepares identification documents for hearings.

- Certifies official copies.
- Faxes and emails documents as requested.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Probate Court policies and procedures.
- Knowledge of county policies and procedures.
- Knowledge of the laws and procedures governing the functions of the Probate Court.
- Knowledge of modern office procedures.
- Skill in the use of computers and job-related software programs.
- Skill in basic mathematics and bookkeeping.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Probate Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Probate Court policies and procedures and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related customer service and clerical duties. The variety of court processes contributes to the complexity of the position.
- The purpose of this position is to assist in the operations of the office of the Probate Court. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, law enforcement personnel, members of the legal profession, the general public, and other county employees.

- Contacts are typically to give or exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.