

TITLE: Clerk of Probate Court

PC/1

DEPARTMENT: Probate Court, Fayette County

JOB SUMMARY: This position performs supervisory, administrative, and clerical duties in support of the work of the Probate Court.

MAJOR DUTIES:

- o Trains, assigns, directs, supervises, evaluates, and disciplines personnel; informs personnel of changes to policies or procedures; prepares payroll; schedules vacations and leave time.
- o Provides administrative assistance to the Probate Judge.
- o Handles estate proceedings; files petitions and sets up estates and dockets; issues citations to all interested parties; checks all petitions for accuracy; sets hearings for probates, and minor guardianships.
- o Prepares paperwork for pick-ups on mental or alcohol evaluations.
- o Maintains financial accounts; balances cash in register; makes deposits; reconciles bank statements; writes and distributes checks; prepares annual budget.
- o Advises attorneys of most effective remedies for estate problems.
- o Assists other personnel as required.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of office procedures and policies.
- o Knowledge of Court Clerk position requirements.
- o Knowledge of the principles and practices of records management.
- o Knowledge of computers and job related software programs.
- o Knowledge of Probate Court rules and regulations.
- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.

- o Skill in researching, interpreting, and compiling complex data and other information into a useful product.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Judge assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include the Official Code of Georgia and office procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory, administrative, and clerical duties. Strict regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide supervisory, administrative, and clerical support for the work of the Probate Court. Success in this position contributes to the efficiency and effectiveness of court operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, attorneys, judges, government agencies, representatives of the Department of Family and Children Services, the Clerk of Superior Court, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or settle matters.

PHYSICAL DEMANDS: 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 objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy Clerk III – Probate (1), Deputy Clerk II – Probate (1), and Deputy Clerk I – Probate (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of

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Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

EXEMPT/HIPAA