



Senior Deputy Clerk Probate Court

PC/2-306

JOB SUMMARY

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

MAJOR DUTIES

1. Processes intake of all decedent's estate filings.
2. Audits returns, inventories, and asset management plans filed per applicable statutes
3. Issues vital records, accepts passport applications, processes weapons carry license applications, and issues marriage licenses.
4. Receives and processes applications for firearms licenses and marriage licenses; reviews probate petitions and wills.
5. Assists in court room hearings.
6. Mails certified and exemplified copies of documents.
7. Records all documents.
8. Enters files in court docket.
9. Schedules court calendars.
10. Locates records for title searches.
11. Assigns and supervises the work of department personnel.
12. Performs the duties of the Clerk of Probate Court in his or her absence.
13. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of office procedures and policies.
2. Knowledge of the principles and practices of records management.
3. Knowledge of computers and job related software programs.
4. Knowledge of Probate Court rules and regulations.
5. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
6. Skill in researching, interpreting, and compiling complex data and other information into a useful product.
7. Skill in public and interpersonal relations.
8. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Clerk of Probate Court 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 the Official Code of Georgia, Uniform Probate Court Rules, Georgia Probate Court Standard Forms, Georgia Department of Human Services rules, FBI and GBI guidelines, and Georgia Department of Behavioral Health and Developmental Disabilities guidelines. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory, administrative, accounting, and clerical duties. Strict regulations and deadlines contribute to the complexity of the position.
- The purpose of this position is to provide administrative and clerical support for the work of the Probate Court. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with co-workers, court personnel, law enforcement personnel, attorneys and members of the bar, support staff of attorneys and law firms and the general public,
- Contacts are typically to give or exchange information; resolve problems; provide services; or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and climbs ladders.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned personnel.

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 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

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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.