



Probate Clerk III (2250)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 11

Safety-Sensitive: No

Purpose

The purpose of this classification is to perform high-level clerical work in support of assigned Probate Court functions. Responsibilities include receiving and processing legal documents, providing general information and assistance to the public, preparing case files for assigned Judge and staff, and performing data entry.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the third level in a series of three levels of Probate Clerk distinguished by increasing levels of scope, independence, responsibility and decision-making. Probate Clerk III is distinguished from the lower levels by the added responsibilities of Office Manager.

Typical Duties

Issues weapons carry licenses: verifies demographic qualifications of applicants; enters data in application database; captures photo of applicant for weapons carry identification card; fingerprints applicant utilizing fingerprinting system; collects and reviews criminal background data; determines eligibility of applicants in coordination with Judge.

Processes denied weapons carry license applications: enters needed information to prepare order of denial for applications that fail to qualify; sets hearing dates for denied applications; scans and mails notices, dispositions and correspondence; attends hearings; reviews submitted documentation reassesses eligibility; monitors data entry of transaction numbers, application notes, processing / approval / hearing and denial dates; cross references state and federal violations that occurred in other states; obtains Judge's signature following review on all applications; and meets individually with applicants to review disposition, correspondence, background reports to discuss areas of eligibility.

Maintains current knowledge on regulations for weapons carry application eligibility, data storage, fingerprinting and processing: attends the training and policy review sessions; monitors policy and procedures to ensure compliance with all state and federal laws; and serves as the onsite liaison for related audits.

Accounts for Probate Court payables and receivables and audits conservatorship annual accounting reports: prepares bill statements for filings and applications; receipts payments submitted to the Probate Court for services rendered; validates and consolidates deposit reports; prepares department deposit report, escrow deposit report and financial reports; issues checks for monthly disbursements and for

services specified by Court order; self-audits accounting transactions; and serves as on-site liaison for fiscal accounting audits.

Manages Probate Court clerk's office: administers staff training and monitors and maintains certifications; orders office supplies; prepares and verifies a variety of reports; assists in budget preparation; prepares analytical data of department filings; serves as department liaison for technology issues; maintains database; updates policies and procedures; facilitates staff meetings; monitors record retention regulations; prepares court orders for destruction of records; schedules witnesses and files certifications of shredding; captures fingerprints for other County staff and departments as requested; and meets regularly with associated agencies to review background reports, training requirements, policy and procedures.

Processes probate of wills, administrations of estates, and twelve months support applications: reviews and approves submission of legal filings to Probate Court; prepares and processes legal notice by publication, personal service, Special Agents, Guardian Ad Litem and/or bonding companies; authenticates and certifies certificates of service; verifies notarized signatures and dates; administers oaths; issues subpoenas for parties required to appear for Court proceedings; prepares and issues paper or process by order of the Judge and bears teste in his/her name; and docket, indexes, copies, records and scans all proceedings in the order they are made as a permanent record of the Court.

Processes approvals pursuant to the Transfers to Minors Act, temporary and permanent guardianships of minors, and guardianship and conservatorship of incapacitated adults: fingerprints guardian, co-guardian and household members for criminal background checks; receives annual financial reporting; receives personal status reports of minors/incapacitated adult wards to monitor overall well-being; reviews physician reports to medically determine incapacitation of proposed adult wards; receives and reviews inventory and assets management plans; and reviews Guardian Ad Litem reports.

Processes marriage license applications: verifies demographic qualifications of applicants; provides applicants with license for marriage; authenticates and certifies copies of Court records for interstate use; and submits marriage license applicant information to the Georgia Department of Public Health Division of Vital Records.

Processes petitions and orders pertaining to mental health issues: interviews affiants for issuance and execution of Court orders of involuntary evaluation due to mental health crises and/or drug and/or alcohol abuse; assesses and approves legal filings for issuance of Court orders of involuntary outpatient monitoring with or without subsequent exams to ensure treatment compliance; initiates plans for habilitation of intellectually disabled individuals; processes protection orders for disabled adults and elderly persons; and processes orders for institutionalized patients transportation to/from hospitals.

Performs miscellaneous duties required under Probate Court jurisdiction including but not limited to business, criminal, civil, health & safety, real estate and governmental proceedings: establishes, maintains and certifies permanent records and documents; reviews applications for various permits and waivers; records amendments; prepares and processes various orders, petitions, and waivers; provides notary services; prepares documents for hearings for probable cause cases; preserves historical data; prepares oaths for swearing in public officers; and maintains bonds of public officials.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required; supplemented by three years of experience providing clerical support in Probate Court; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Notary Public certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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