



## **Senior Probate Court Clerk**

Probate Court

**PC/2**  
Grade 12/Non-Exempt

### **JOB SUMMARY**

This position provides administrative and clerical support for court operations.

### **MAJOR DUTIES**

- Records all Probate Court documents, including wills, Letters of Administrative Guardianships, bonds, appraisements, inventories, returns, accounts of sales, marriage and firearms licenses, fireworks permits, etc.
- Provides information regarding filing and court procedures; may interpret and explain laws and new legislation in accordance with established guidelines.
- Issues and certifies copies of court documents; accepts fees and issues receipts.
- Assists the public with preparing and filing guardianship petitions.
- Preserves and tracks all legal advertisements in newspapers for public review.
- Assists title researchers, genealogists and the general public with locating, researching and copying various vital records.
- Assists in the completion of monthly reports.
- Maintains court files and records.
- Maintains index of annual and final returns.
- Provides administrative and clerical support to the Probate Judge.
- Answers telephone and greets visitors; provides information and assistance.
- Maintains office supply inventory; reorders as needed.
- Processes incoming and outgoing mail.
- Processes records ordered by the Probate Judge.

- Prepares and makes daily bank deposits.
- Notarizes documents.
- Attends training classes and seminars as required
- Transports case files to court proceedings if necessary as directed.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Probate Court policies and procedures.
- Knowledge of record management principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in the use of modern office equipment.
- Skill in the provision of customer services.
- Skill in establishing priorities and organizing work.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in dealing with the public.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Probate Judge 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 Annotated, Handbook for Probate Judges, Georgia Probate Court Benchbook, and county and departmental 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 administrative and clerical duties. Frequent interruptions contribute to the complexity of the position.

- The purpose of this position is to provide clerical and customer service support for the day-to-day operations of the court office. Successful performance contributes to the efficiency and effectiveness of court operations.

## CONTACTS

- Contacts are typically with co-workers, other county employees, law enforcement personnel, attorneys, other court personnel, and members of the general public.
- Contacts are typically to exchange information, 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, bending, crouching, or stooping. The employee frequently lifts light objects.
- 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.
- Possession of or ability to readily obtain GCIC/NCIC certification.

## PREFERRED QUALIFICATIONS

Experience working in a probate court and/or similar court services environment especially where service to the general public was required.