

TITLE: Deputy Clerk I – Probate Court

PC/3-302

DEPARTMENT: Probate Court, Fayette County

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

MAJOR DUTIES:

- o Records proceedings; makes copies and notates computer and paper indexes.
- o Issues and records marriage licenses; mails marriage certificates.
- o Accepts passport applications and forwards to Passport Processing Center; maintains related records.
- o Greets visitors and provides information and assistance; accepts petitions; issues certified copies of birth and death certificates; accepts firearm permit applications.
- o Answers telephones; provides information and assistance; takes messages; forwards calls.
- o Transports items to Administrative Complex, Post Office, and publishing company; picks up and distributes mail.
- o Locates records for title searchers and genealogists.
- o Copies birth and death certificates to index cards.
- o Makes photocopies of petitions.
- o Runs background checks for gun permits and guardianships.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of office procedures and policies.
- 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 public and interpersonal relations.
- o 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 and office procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related clerical duties. Strict regulations and deadlines contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide 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, the general public, and court personnel.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; or provide services.

PHYSICAL DEMANDS: 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.

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

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

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o 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.