



Deputy Clerk II Probate Court

PC/4-304

JOB SUMMARY

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

MAJOR DUTIES

1. Accepts applications for firearm and marriage licenses; receives petitions for probate matters.
2. Answers telephone and greets visitors; provides information and assistance; receives payments.
3. Runs criminal history background checks for firearm licenses; maintains GCIC files; issues, logs, laminates, and mails firearms licenses; sends disqualified letters as appropriate; maintains records.
4. Intakes and processes guardianship/conservatorship petitions for minors and adults.
5. Receives passport applications.
6. Issues certificates of residence, fireworks display applications, and other documents.
7. Makes copies of death, birth, and marriage certificates; mails certified and exemplified copies of documents; opens and sorts mail.
8. Assists with courtroom hearings.
9. Files and records various legal documents and pleadings; ensures compliance with Georgia laws, rules of the court, and office procedures.
10. Maintains court calendar; locates records for title searchers, residents, and legal research.
11. Orders and maintains office supplies.
12. 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 administrative 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

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

- 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.