

POSITION DESCRIPTION

Title: Probate Compliance Officer

Departments: Probate

Job Analysis: January 2020, **July 2023**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Deputy Chief Clerk

Subordinate Staff: LRO Supervisors

Internal contacts: Members of Probate Office

External Contacts: General Public, Members of other County office, Attorneys, Members of law Enforcement offices, Members of State Department of Revenue, and other offices.

Status: Classified/Exempt (S319)

Job Summary

Prepares and maintains records for Probate Office and Probate Court. Prepares reports and correspondence. Utilizes a computer for research of state laws and accesses records in records room as needed. Performs various other tasks as required.

Job Domains

1. Perform all accounting functions for the Probate offices, including the preparation of reports for daily, monthly, and annual work.
2. Assist with interviewing and selection of new staff members.
3. Assist in explaining department policies and regulations to office staff as directed by the Probate Judge.
4. Maintain communication with office staff as needed.
5. All jobs assigned by the Probate Judge.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Verbal skills to communicate effectively with office staff, attorneys, and general public.

2. Math skills to perform basic mathematical operations.
3. Writing skills to clearly and neatly complete forms, reports, etc.
4. Reading skills to read and understand codes, regulations, and policies.
5. *Knowledge of county rules, policies and regulations.
6. Ability to establish and maintain effective working relationships with subordinates, supervisors, other employees, general public.
7. Ability to give clear and concise instructions to the staff.
8. Ability to supervise an office staff.
9. Ability to exercise good judgment in making decisions in accordance with department policies and procedures.
10. Ability to operate office machines such as copy machine, calculator, typewriter, P. C., and laser printers.
11. Knowledge of filing systems.
12. Knowledge of Driver License Manual, Code of Alabama, Acts of Legislature.
13. Be able to assist Probate staff with transaction related issues.
14. Responsible for creating a system of transaction reviewing and implement training accordingly.
15. Provide support to the deputy chief clerk in whatever capacity is needed.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read manuals and written instructions.
2. Hear well enough to respond to verbal communication and to talk on the telephone.
3. Speak well enough to answer questions in a polite and courteous manner.
4. Body movement or mobility to stand, lift, bend and move.
5. Physical tolerance to work under stress due to constant contact with the public.

Other Characteristics

1. Be willing to travel to attend workshops, conferences, seminars, etc., out of town as needed.
2. Be willing to work overtime, non-standard hours or weekends to complete work within specific time period.

Minimum Qualifications

1. Bachelor's degree in accounting or closely related field, or
2. Minimum of ten (10) years related experience.