

POSITION DESCRIPTION

Title: Public Records Administrator

Department: Probate

Job Analysis: May 2007, July 2025

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: Chief Clerk

Subordinate Staff: Public Records Manager, Public Records Officer I and Public Records Officer II, Senior Recording Officer

Internal contacts: Probate employees, Revenue Commissioner Employees and other County Employees.

External Contacts: General Public, Attorneys; Elected Officials and staff from other Counties, Cities and States; various State Agencies; Alabama Department of Archives and History, Alabama Secretary of State, Alabama Attorney General; Baldwin County Archives.

Status: Classified/Non-Exempt (313)

Job Summary

A highly skilled individual who is responsible for receiving, inventorying, storing, arranging, disseminating and preserving the records of Baldwin County for official business and historical research. Administrator supervises archival work to ensure the preservation and accessibility of historically valuable information. The work involves recommending goals and priorities for work with historical and current records; recommending policies and procedures for managing records and supervising and training professional, technical, and clerical personnel. Administrator has thorough knowledge of applicable federal, state and local statutes; has the ability to apply appropriate statutes, ordinances or court rules; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with the general public, attorneys, government and court officials, and other employees. The administrator provides administrative control over the recording, filing and indexing of legal instruments involving extensive monetary liability.

Approved 0911/165/202511 BC Commission Meeting

Job Domains

1. Receives, inventories, stores and preserves the records of Baldwin County
2. Plans, lays out and implements methods and procedures necessary to provide for efficient operation of the department.
3. Interprets and implements applicable laws and The Code of Alabama.
4. Oversees the recording of documents and the precise indexing of all instruments and related work involving cash accounting, record keeping, filing and security of records.
5. Directs and administers the records retention and destruction program.
6. Assists researchers engaged in historical or genealogical research to locate and identify records.
7. Analyzes records systems and makes recommendations for improvement in those systems.
8. Collects, maintains, summarizes and prepares reports.
9. Cross-trains all public records officers so they can perform other jobs in someone's absence.
10. Examines documents for legal compliance.
11. Oversees the recording of all documents.
12. Supervises cash accounting, record keeping, filing and security of records.
13. Advises attorneys, officials and the general public on proper procedures and applicable law.
14. Supervises public records officers in Bay Minette, Fairhope, [Robertsdale](#), and Foley Probate offices.
15. Prepares daily receivable reports and merge all monetary amounts together.
16. Verifies the efficiency of the accurate and efficient indexing and filing of all documents filed for record with the Probate Office.
17. Makes corrections as needed.
18. Oversees all problems that arise.
19. Records documents when needed.
20. Answers telephone when needed.
- ~~21. Communicates with the Secretary of State in filing of Incorporation forms.~~
- ~~22.~~21. Maintains attendance and completes all personnel appraisal evaluations.
- ~~23.~~22. Participates in employee interviews.
- ~~24.~~23. Tries to maintain effective working relationships with attorneys, title companies and the general public.

Knowledge, Skills, and Abilities

1. Thorough knowledge of applicable State statutes and court rules and ability to apply them to the administrative procedures of the office.
2. Good knowledge of office management principles, methods and procedures.
3. Ability to maintain complex, accurate records.
4. Ability to establish and maintain effective working relationships with attorneys, subordinate employees and the general public.
5. Ability to operate various office machines.
6. Ability to operate two computer monitors at the same time.
7. Knowledge of accounting skills.
8. Ability to multitask.

Approved ~~09/11/16~~5/20~~25~~11 BC Commission Meeting

9. Knowledge of how to help the general public in researching old records and finding what they are looking for.
10. Ability to learn assigned tasks readily and to progress into making minor decisions in accordance with laws, regulations and policies and to apply these to work problems.
11. Ability to make arithmetical computations and tabulations accurately and with reasonable speed.

Other Characteristics

1. Ability to organize and implement programs and policies; plan, assign, supervise and participate in preserving and utilizing historical and current records.
2. Willing to work overtime, non-standard hours and weekends as required in completing work.
3. Willing to attend meeting, conference workshops and training sessions as related and assigned.
4. Experience in the collecting, recording and indexing of official governmental or court records.
5. Possess a High School diploma or its equivalent.
6. One year experience in dealing with the public.

POSITION DESCRIPTION

Title: Public Records Manager

Department: Probate

Job Analysis: May 2007, July 2025

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: Chief Clerk and Public Records Administrator

Subordinate Staff: Public Records Officer I and Public Records Officer II and Senior Recording Officer

Internal contacts: Probate employees, Revenue Commissioner Employees and other County Employees.

External Contacts: General Public, Attorneys; Elected Officials and staff of other Counties, Cities and States; various State Agencies; Alabama Department of Archives and History, Alabama Secretary of State, Alabama Attorney General; Baldwin County Archives.

Status: Classified/Non-Exempt (311)

Job Summary

A highly skilled individual, who receives, inventories, stores, arranges and preserves the records of Baldwin County for official business and historical research. The Manager manages records, supervises, and helps train clerical personnel. Manager has the ability to apply appropriate statutes, ordinances or court rules; ability to supervise the work of others; ability to establish and maintain effective working relationships with the general public, attorneys other employees. The manager works under the direction of the Public Records Administrator.

Job Domains

1. Receives, inventories, stores and preserves the records of Baldwin County.
2. Oversees the recording of documents and the precise indexing of all instruments and related work involving cash accounting, record keeping, filing and security of records.

Approved 0911/165/202511 BC Commission Meeting

3. Examines documents for legal compliance.
4. Oversees the recording of all documents.
5. Supervises cash accounting, record keeping, filing and security of records.
6. Advises attorneys, officials and the general public on proper procedures and applicable law.
7. Supervises public records officers in Bay Minette, Fairhope and Foley Probate offices.
8. Makes corrections as needed.
9. Records documents by cashing them and collecting fees.
10. Answers telephone.
11. Maintains effective working relationships with attorneys, title companies and the general public.
12. Cross-trains all public records officers so they can perform other jobs in someone's absence.
- ~~13. Communicates with the Secretary of State in filing of Incorporation forms.~~
- ~~14.~~13. Tries to maintain effective working relationships with attorneys, title companies and the general public.

Knowledge, Skills, and Abilities

1. Good knowledge of office management principles, methods and procedures.
2. Ability to establish and maintain effective working relationships with attorneys, subordinate employees and the general public.
3. Ability to operate various office machines.
4. Ability to operate two computer monitors at the same time.
5. Knowledge of accounting skills.
6. Ability to solve problems for the Public Records Officers.
7. Ability to multitask.
8. Knowledge of how to help the general public in researching old records and finding what they are looking for.
9. Ability to learn assigned tasks readily and to progress into making minor decisions in accordance with laws, regulations and policies and to apply these to work problems.
10. Ability to perform jobs of Public Records Administrator when needed.

Other Characteristics

1. Willing to work overtime, non-standard hours and weekends as required in completing work.
2. Willing to attend meeting, conference workshops and training sessions as related and assigned.
3. Experience in the collecting, recording and indexing of official governmental or court records.
4. Possess a High School diploma.

POSITION DESCRIPTION

Title: Recording Officer I

Department: Probate

Job Analysis: _____May 2007, October 2019,
September 2023, July 2025

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: Chief Clerk, Public Records Administrator and
Public Records Manager

Subordinate Staff: None

Internal contacts: Probate employees, Revenue Commissioner
Employees and other County Employees.

External Contacts: General Public, Attorneys; Elected Officials and
staff of other Counties, Cities and States;
various State Agencies; Alabama Department of
Archives and History, Alabama Secretary of
State, Alabama Attorney General; Baldwin
County Archives.

Status: Classified/Non-Exempt (306)

Job Summary

A motivated individual who is responsible for the complex clerical collecting, indexing, and recording activities of the Baldwin County records for official business and historical research. The Recording Officer is responsible for accepting and indexing public records. This is difficult and responsible work requiring the performance of complex clerical operations. This requires the ability to maintain effective working relationships with court officials, attorneys, title researchers and the general public.

Job Domains

1. Collects, indexes, and records legal and related documents.
2. Examines documents for legal compliance.
3. Computes fees. Collects mortgage tax, deed tax...etc.
4. Verifies amounts received and balances accounts.
5. Cashiers, indexes, scans documents to be recorded.
6. Prepares, issues, and collects for all certified copies of recorded documents.
7. Advises and assists the public in the use of index files and microfilmed records.
- ~~8.~~ Answers telephone and directs calls as needed.
- ~~9.8.~~ ~~Prepares forms to be sent to the Secretary of State for Incorporations.~~
- ~~10.9.~~ Establishes and maintains effective working relationships with the general public, attorneys, title researchers and other employees.
- ~~11.10.~~ Provides staff support to Public Records Manager and Public Records Administrator.
- ~~12.11.~~ Ability to respond to difficult or unusual questions that require the research of laws or procedures.
- ~~13.12.~~ Ability to handle difficult or angry ~~customers.~~ ~~taxpayers.~~

Knowledge, Skills, and Abilities

1. Ability to operate various office machines.
2. Ability to operate two computer monitors at the same time.
3. Ability to assist the public in their research efforts in finding historical records.
4. Ability to multitask.
5. Ability to make arithmetical computations and tabulations accurately and with reasonable speed.
6. Ability to learn assigned tasks readily and to make decisions.

Other Characteristics

1. Willing to work overtime as necessary.
2. Be willing to assist the general public in their efforts to find historical documents when they do not have any details.
3. Skill to operate computer keyboard or typewriter.
4. Ability to make change accurately when handling cash.

Minimum Qualifications

1. Possess a high school diploma or equivalent.

POSITION DESCRIPTION

Title: Recording Officer II

Department: Probate

Job Analysis: September 2023, July 2025

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: Chief Clerk, Public Records Administrator and Public Records Manager

Subordinate Staff: None

Internal contacts: Probate employees, Revenue Commissioner Employees, and other County Employees.

External Contacts: General Public, Attorneys; Elected Officials and staff of other Counties, Cities and States; various State Agencies; Alabama Department of Archives and History, Alabama Secretary of State, Alabama Attorney General; Baldwin County Archives.

Status: Classified/Non-Exempt (307)

Job Summary

A motivated individual who is responsible for the complex clerical collecting, indexing, and recording activities of the Baldwin County records for official business and historical research. The Recording Officer is responsible for accepting and indexing public records. This is difficult and responsible work requiring the performance of complex clerical operations. This requires the ability to maintain effective working relationships with court officials, attorneys, title researchers and the general public.

Job Domains

1. Collects, indexes, and records legal and related documents.
2. Examines documents for legal compliance.
3. Computes fees. Collects mortgage tax, deed tax...etc.
4. Verifies amounts received and balances accounts.
5. Cashiers, indexes, scans documents to be recorded.
6. Prepares, issues, and collects for all certified copies of recorded documents.

7. Advises and assists the public in the use of index files and microfilmed records.
8. Answers telephone and directs calls as needed.
- ~~9.~~ ~~Prepares forms to be sent to the Secretary of State for Incorporations.~~
- ~~10.~~9. Establishes and maintains effective working relationships with the general public, attorneys, title researchers and other employees.
- ~~11.~~10. Provides staff support to Public Records Manager and Public Records Administrator.
- ~~12.~~11. Ability to respond to difficult or unusual questions that require the research of laws or procedures.
- ~~13.~~12. Ability to handle difficult or angry ~~customers.~~ taxpayers.

Knowledge, Skills, and Abilities

1. Ability to operate various office machines.
2. Ability to operate two computer monitors at the same time.
3. Ability to assist the public in their research efforts in finding historical records.
4. Ability to multitask.
5. Ability to make arithmetical computations and tabulations accurately and with reasonable speed.
6. Ability to learn assigned tasks readily and to make decisions.

Other Characteristics

1. Willing to work overtime as necessary.
2. Be willing to assist the general public in their efforts to find historical documents when they do not have any details.
3. Skill to operate computer keyboard or typewriter.
4. Ability to make change accurately when handling cash.
5. Must be willing to provide support and training to ROI staff.

Minimum Qualifications

1. 5 years' responsible experience as a Recording Officer I.

POSITION DESCRIPTION

Title: Senior Recording Officer

Department: Probate

Job Analysis: September 2023, July 2025

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: Chief Clerk, Public Records Administrator and Public Records Manager

Subordinate Staff: None

Internal contacts: Probate employees, Revenue Commissioner Employees and other County Employees.

External Contacts: General Public, Attorneys; Elected Officials and staff of other Counties, Cities and States; various State Agencies; Alabama Department of Archives and History, Alabama Secretary of State, Alabama Attorney General; Baldwin County Archives.

Status: Classified/Non-Exempt (309)

Job Summary

A motivated individual who is responsible for the complex clerical collecting, indexing, and recording activities of the Baldwin County records for official business and historical research. The Recording Officer is responsible for accepting and indexing public records. This is difficult and responsible work requiring the performance of complex clerical operations. This requires the ability to maintain effective working relationships with court officials, attorneys, title researchers and the general public.

Job Domains

1. Collects, indexes, and records legal and related documents.
2. Examines documents for legal compliance.
3. Computes fees. Collects mortgage tax, deed tax, etc.
4. Verifies amounts received and balances accounts.
5. Cashiers, indexes, scans documents to be recorded.
6. Prepares, issues, and collects for all certified copies of recorded documents.

7. Advises and assists the public in the use of index files and microfilmed records.
8. Answers telephone and directs calls as needed.
- ~~9.~~ ~~Prepares forms to be sent to the Secretary of State for Incorporations.~~
- ~~10.~~9. Establishes and maintains effective working relationships with the general public, attorneys, title researchers and other employees.
- ~~11.~~10. Provides staff support to Public Records Manager and Public Records Administrator.
- ~~12.~~11. Ability to respond to difficult or unusual questions that require the research of laws or procedures.
- ~~13.~~12. Ability to handle difficult or angry ~~customers.~~ taxpayers.

Knowledge, Skills, and Abilities

1. Ability to operate various office machines.
2. Ability to operate two computer monitors at the same time.
3. Ability to assist the public in their research efforts in finding historical records.
4. Ability to multitask.
5. Ability to make arithmetical computations and tabulations accurately and with reasonable speed.
6. Ability to learn assigned tasks readily and to make decisions.

Other Characteristics

1. Willing to work overtime as necessary.
2. Be willing to assist the general public in their efforts to find historical documents when they do not have any details.
3. Skill to operate computer keyboard or typewriter.
4. Ability to make change accurately when handling cash.
5. Must be willing to support and training to ROI staff.
6. Willing to assist office Administrators with additional duties.

Minimum Qualifications

1. 10 years combined responsible experience as a ROI and ROII.