



Approved 09/18/2018 – Proposed Changes



POSITION DESCRIPTION

Title: Administrator of Motor Vehicle, Tags, and Licenses

Departments: Probate

Job Analysis: October 2019

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: Probate Judge

Subordinate Staff: Probate Office personnel assigned to motor vehicles, tags, and licenses.

Internal contacts: Employees of Probate Office

External Contacts: General Public, Attorneys; Elected Officials and staff from other Counties, Cities and States; various State Agencies; Alabama Department of Revenue, Ad Valorem Tax Division, Motor Vehicles Division, Title Sections, Personalized Tag Division, Mandatory Liability Insurance Division, Sales Tax Division, Sales, Use & Business Tax Division, Vital Statistics, Marine Police Division, Department of Conservation and Natural Resources, Alabama Department of Public Safety

Status: Classified/Exempt (EC-10)

Job Summary

Supervises, assigns and reviews work of office staff assigned to motor vehicles, tags, and licenses divisions. Prepares and maintains records, reports and correspondence. Performs various other tasks as required.

Job Domains

A. The Administrator shall have the following powers

1. All jobs assigned by the Probate Judge.

B. Office Management

For Approval 10/01/2019

1. Interview and select new staff members.
2. Supervise, assign and review work of office staff.
3. Explain department policies and regulations to office staff.
4. Maintain records of absences, vacations, etc.
5. Maintain communication with office staff.
6. Assist with delivery of tags/office supplies to satellite offices.

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, state and federal 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, computer.
11. Knowledge of filing systems.
12. Knowledge of Driver License Manual, Code of Alabama, Acts of Legislature.

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.
3. Related experience is desirable. Master's degree in business, human resources management public administration or related field is required.

POSITION DESCRIPTION

Title: Deputy Chief Clerk

Departments: Probate

Job Analysis: May 2007, Oct 2019

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, dotted line to Administrator of Motor Vehicles, Tags, and Licenses

Subordinate Staff: Probate Office personnel (All Departments)

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 (EC-9)

Job Summary

Supervises, assigns and reviews work of office staff. 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. ~~by computer IBM terminal and researches laws of the state.~~ Performs various other tasks as required.

Job Domains

A. The Deputy Chief Clerk shall have the following powers

1. Perform all accounting functions; prepares reports for daily, monthly and annual work for all Probate Departments.
2. All jobs assigned by Chief Clerk and Probate Judge.

B. Office Management

1. Interview and select new staff members.
2. Supervise, assign and review work of office staff.

3. Explain department policies and regulations to office staff.
4. Maintain records of absences, vacations, etc.
5. Maintain communication with office staff.

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.

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. Minimum of ten (10) years related experience is desirable, 4-year college degree, equivalent, or both.

POSITION DESCRIPTION

Title: License Revenue Administrator

Departments: Probate

Job Analysis: May 2007, October 2019

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, Administrator of Motor Vehicles, Tags, and Licenses

Subordinate Staff: License Revenue Manager, License Revenue Officer I, License Revenue Officer II

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 Revenue, Ad Valorem Tax Division, Motor Vehicles Division, Title Sections, Personalized Tag Division, Mandatory Liability Insurance Division, Sales Tax Division, Sales, Use & Business Tax Division, Vital Statistics, Marine Police Division, Department of Conservation and Natural Resources, Alabama Department of Public Safety

Status: Classified/Non-Exempt (J)

Job Summary

Highly skilled individual with an exemplary attitude and the initiative to manage the Probate License Department; supervises and evaluates License Revenue Managers, License Revenue Officer I and License Revenue Officer II. Employee follows established policy and procedures and guidelines in performance of duties. Must ensure that all employees are cross-trained and have the capability of performing other duties in someone's absence. Assigns job responsibilities accordingly. Have the capability of setting job priorities to ensure proficiency of job performance. Performs and maintains other office duties including accounting as required for daily operation of the office. Performs periodic audit of worked perform to ensure proper supporting documentation and procedures meet the requirements set forth by various State Agencies. Help resolve any matters either by telephone or in person that may come up during

the course of daily events. Works non-standard hours and willing to take on any additional responsibilities and assignments as requested.

Job Domains

A. Office Management:

1. Responsible for supervision of License Revenue Manager, License Revenue Officer I and License Revenue Officer II.
2. Responsible for employees following policy, procedures and guidelines set forth by Probate Judge.
3. Responsible for setting job priorities, when necessary, to ensure the overall work flow of office.
4. Responsible for maintaining adequate supplies and inventory for the daily function of office.
5. Compile daily reports to balance monies collected and make daily deposits.
6. Maintains time and attendance records for office.
7. Schedules annual, personal and sick leave.
8. Prepares evaluations for all employees in department.
9. Promotes additional training for employees.

B. License Issuance:

1. Motor Vehicle:
Responsible for training of employees so that they become familiar with:
 - a. Programs setup by ~~Delta~~ **Ingenuity** Computer Systems.
 - b. All tax and municipal codes for Baldwin County; to ensure the proper ad valorem tax is collected.
 - c. The different ad valorem tax assessment percentage rates; to ensure the proper assessed values are calculated.
 - d. State Laws and Regulations as setup by the Alabama Department of Revenue concerning the issuance of motor vehicle registrations.
 - e. The different specialized tags available and which specialized tags cannot be issued without proper documentation retention needed to meet the requirements setup by the Alabama Department of Revenue.
 - f. The issuance of commercial vehicle tags that require the consideration of certain restrictions and documentation.
 - g. Proper documentation that must be kept for transactions so that the State Laws, Rules and Regulations are maintained to meet the requirements of the Alabama Department of Revenue and the State Department, Examiners of Public Accounts.
 - h. The issuance of title applications so that the proper documentation is surrendered to the Alabama Department of Revenue.
 - i. The Rules and Regulations concerning the issuance of temporary tags.
 - j. The Rules and Regulations concerning the collection of state, county and municipal sales and use tax and supporting documentation retention required to meet the requirements for the Department of Public Accounts.

- k. The Rules and Regulations required by the Alabama Department of Revenue to issue credit vouchers.

2. Boat Registration:

Responsible for the training of employees so that they become familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity Computer Systems
- b. The fees associated with the different classifications of vessels.
- c. The Rules and Regulations concerning the collection of state, county and municipal sales and use tax and supporting documentation retention needed to meet the requirements of the State Department, Examiners of Public Accounts.

3. Business License:

Responsible for the training of employees so that they become familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity computer Systems.
- b. The fees associated with the issuance of various privilege licenses.
- c. The Rules and Regulations concerning the issuance of state and county privilege license.

4. Marriage License:

Responsible for the training of employees so that they become familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
- b. Rules, Regulations and Laws concerning the issuance of marriage license for individuals who are divorced or require special documentation.
- c. The fees associated with the issuance of marriage license, ceremonies and certified copies.

5. Hunting and Fishing License:

Responsible for the training of employees so that they become familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
- b. Rules, Regulations and Laws concerning the issuance of various hunting and fishing privilege license to Alabama residents and non-residents.
- c. Rules, Regulations and Laws concerning the issuance of various hunting and fishing privilege license for individuals who require proving residency.

6. Manufactured Home Registration:

Responsible for the training of employees so that they become familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
- b. All municipal tax codes.
- c. All classifications of manufactured homes.
- d. Rules, Regulations and Laws concerning the registration of manufactured homes and retention of proper documentation.

- e. Rules, Regulations and Laws concerning the collection of state sales tax and the retention of proper documentation.
- f. The issuance of title applications and proper documentation that must be surrendered to the State Department of Revenue.

7. Driver License:

Responsible for the training of employees so that they become familiar with:

- a. Programs setup by the Alabama Department of Public Safety.
- b. Rules, Regulations and Laws concerning the issuance of driver license renewals, State Issued ID and replacement driver license.
- c. Documentation needed to apply for replacement driver license.

Knowledge, Skills, and Abilities

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

- 1. Communication skills to convey to the public clear and concise explanations of the Alabama Department of Revenue Rules, Regulations and Laws and any county or Inter Office policy and procedures in a courteous and tactful manner.
- 2. Math skills to compute correctly any fees due the state, county or municipalities.
- 3. Skills to clearly define any State or County Rules and Regulations adhere to by this office and the daily routine correspondence from the public.
- 4. *Considerable knowledge of State Rules, Regulations and Laws concerning the issuance of various licenses.
- 5. *Ability to deal with public in all matters.
- 6. *Knowledge of County rules, regulations, policies and procedures.

Other Characteristics

- 1. Experience in working with the public.
- 2. Willing to travel out of county as needed.
- 3. Willing to work non-standard hours.
- 4. Willing to provide own automobile.

Minimum Qualifications

- 1. Possess a high school diploma or its equivalent.
- 2. Experience required, 3 years preferred.
- 3. Possess a valid driver's license.

POSITION DESCRIPTION

Title: License Revenue Manager

Department: Probate

Job Analysis: May 2007, October 2019

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, Administrator of Motor Vehicles, Tags, and Licenses, License Revenue Administrator

Subordinate Staff: License Revenue Officer I, License Revenue Officer II in absence of License Revenue Administrator

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 Revenue, Ad Valorem Tax Division, Motor Vehicles Division, Title Sections, Personalized Tag Division, Mandatory Liability Insurance Division, Sales Tax Division, Sales, Use & Business Tax Division, Vital Statistics, Marine Police Division, Department of Conservation and Natural Resources, Alabama Department of Public Safety

Status: Classified/Non-Exempt (I)

Job Summary

Highly skilled individual with an exemplary attitude and the initiative to manage the Probate License Department; supervises and evaluates License Revenue Officer I and License Revenue Officer II. Employee follows established policy and procedures and guidelines in performance of duties. Must ensure that all employees are cross-trained and have the capability of performing other duties in someone's absence. Assigns job responsibilities accordingly. Have the capability of setting job priorities to ensure proficiency of job performance. Performs and maintains other office duties including accounting as required for daily operation of the office. Performs periodic audit of worked perform to ensure proper supporting documentation and procedures meet the requirements set forth by various State Agencies. Help resolve any matters either by

telephone or in person that may come up during the course of daily events. Works non-standard hours and willing to take on any additional responsibilities and assignments as requested.

Job Domains

A. Office Management:

1. Responsible for assisting in supervision of License Revenue Officer I and License Revenue Officer II.
2. Responsible for employees following policy, procedures and guidelines set forth by Probate Judge.
3. Responsible for setting job priorities, when necessary, to ensure the overall work flow of office.
4. Responsible for maintaining adequate supplies and inventory for the daily function of office.
5. Compile daily reports to balance monies collected and make daily deposits.
6. Maintains time and attendance records for office.
7. Schedules annual, personal and sick leave.
8. Prepares evaluations for all employees in department.
9. Promotes additional training for employees.

B. License Issuance:

1. Motor Vehicle:
Responsible for training of employees so that they become familiar with:
 - a. Programs setup by Delta Ingenuity Computer Systems.
 - b. All tax and municipal codes for Baldwin County; to ensure the proper ad valorem tax is collected.
 - c. The different ad valorem tax assessment percentage rates; to ensure the proper assessed values are calculated.
 - d. State Laws and Regulations as setup by the Alabama Department of Revenue concerning the issuance of motor vehicle registrations.
 - e. The different specialized tags available and which specialized tags cannot be issued without proper documentation retention needed to meet the requirements setup by the Alabama Department of Revenue.
 - f. The issuance of commercial vehicle tags that require the consideration of certain restrictions and documentation.
 - g. Proper documentation that must be kept for transactions so that the State Laws, Rules and Regulations are maintained to meet the requirements of the Alabama Department of Revenue and the State Department, Examiners of Public Accounts.
 - h. The issuance of title applications so that the proper documentation is surrendered to the Alabama Department of Revenue.
 - i. The Rules and Regulations concerning the issuance of temporary tags.
 - j. The Rules and Regulations concerning the collection of state, county and municipal sales and use tax and supporting documentation retention required to meet the requirements for the Department of Public Accounts.

- k. The Rules and Regulations required by the Alabama Department of Revenue to issue credit vouchers.
- 2. Boat Registration:
Responsible for the training of employees so that they become familiar with:
 - a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
 - b. The fees associated with the different classifications of vessels.
 - c. The Rules and Regulations concerning the collection of state, county and municipal sales and use tax and supporting documentation retention needed to meet the requirements of the State Department, Examiners of Public Accounts.
- 3. Business License:
Responsible for the training of employees so that they become familiar with:
 - a. Programs setup by ~~Delta~~ Ingenuity computer Systems.
 - b. The fees associated with the issuance of various privilege licenses.
 - c. The Rules and Regulations concerning the issuance of state and county privilege license.
- 4. Marriage License:
Responsible for the training of employees so that they become familiar with:
 - a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
 - b. Rules, Regulations and Laws concerning the issuance of marriage license for individuals who are divorced or require special documentation.
 - c. The fees associated with the issuance of marriage license, ceremonies and certified copies.
- 5. Hunting and Fishing License:
Responsible for the training of employees so that they become familiar with:
 - a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
 - b. Rules, Regulations and Laws concerning the issuance of various hunting and fishing privilege license to Alabama residents and non-residents.
 - c. Rules, Regulations and Laws concerning the issuance of various hunting and fishing privilege license for individuals who require proving residency.
- 6. Manufactured Home Registration:
Responsible for the training of employees so that they become familiar with:
 - a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
 - b. All municipal tax codes.
 - c. All classifications of manufactured homes.
 - d. Rules, Regulations and Laws concerning the registration of manufactured homes and retention of proper documentation.
 - e. Rules, Regulations and Laws concerning the collection of state sales tax and the retention of proper documentation.
 - f. The issuance of title applications and proper documentation that must be surrendered to the State Department of Revenue.

7. Driver License:

Responsible for the training of employees so that they become familiar with:

- a. Programs setup by the Alabama Department of Public Safety.
- b. Rules, Regulations and Laws concerning the issuance of driver license renewals, State Issued ID and replacement driver license.
- c. Documentation needed to apply for replacement driver license.

Knowledge, Skills, and Abilities

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

1. Communication skills to convey to the public clear and concise explanations of the Alabama Department of Revenue Rules, Regulations and Laws and any county or Inter Office policy and procedures in a courteous and tactful manner.
2. Math skills to compute correctly any fees due the state, county or municipalities.
3. Skills to clearly define any State or County Rules and Regulations adhere to by this office and the daily routine correspondence from the public.
4. *Considerable knowledge of State Rules, Regulations and Laws concerning the issuance of various licenses.
5. *Ability to deal with public in all matters.
6. *Knowledge of County rules, regulations, policies and procedures.

Other Characteristics

1. Experience in working with the public.
2. Willing to travel out of county as needed.
3. Willing to work non-standard hours.
4. Willing to provide own automobile.

Minimum Qualifications

1. Possess a high school diploma or its equivalent.
2. Experience required, 1-2 years preferred.
3. Possess a valid driver's license.

POSITION DESCRIPTION

Title: License Revenue Officer I

Department: Probate

Job Analysis: May 2007, January 2011, October 2019

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, Administrator of Motor Vehicles, Tags, and Licenses, License Revenue Administrator

Subordinates: None

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 Revenue, Ad Valorem Tax Division, Motor Vehicles Division, Title Sections, Personalized Tag Division, Mandatory Liability Insurance Division, Sales Tax Division, Sales, Use & Business Tax Division, Vital Statistics, Marine Police Division, Department of Conservation and Natural Resources, Alabama Department of Public Safety

Status: Classified/Non-Exempt (G)

Job Summary

A motivated individual with an exemplary attitude and the initiative to take on any additional responsibilities and assignments as requested. Employee follows established policy and procedures and guidelines in performance of duties. Have the capability of setting job priorities to ensure proficiency of job performance. Performs and maintains other office duties including accounting as required for daily operation of the office. Help resolve any matters, either by telephone or in person that may come up during the course of daily events. Work non-standard hours.

Job Domains

A. Office Management:

1. Provides staff support to the License Revenue Administrator and License Revenue Manager.
2. Responsible for following policy, procedures and guidelines set forth by Probate Judge.
3. Compile daily reports to balance monies collected.
4. Responsible for setting job priorities.

B. License Issuance:

1. Motor Vehicle:

Responsible for becoming familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
- b. All tax and municipal codes for Baldwin County; to ensure the proper ad valorem tax is collected.
- c. The different ad valorem tax assessment percentage rates; to ensure the proper assessed values are calculated.
- d. State Laws and Regulations as setup by the Alabama Department of Revenue concerning the issuance of motor vehicle registrations.
- e. The different specialized tags available and which specialized tags cannot be issued without proper documentation retention needed to meet the requirements setup by the Alabama Department of Revenue.
- f. The issuance of commercial vehicle tags that require the consideration of certain restrictions and documentation.
- g. Proper documentation that must be kept for transactions so that the State Laws, Rules and Regulations are maintained to meet the requirements of the Alabama Department of Revenue and the State Department, Examiners of Public Accounts.
- h. The issuance of title applications so that the proper documentation is surrendered to the Alabama Department of Revenue.
- i. The Rules and Regulations concerning the issuance of temporary tags.
- j. The Rules and Regulations concerning the collection of state, county and municipal sales and use tax and supporting documentation retention required to meet the requirements for the Department of Public Accounts.
- k. The Rules and Regulations required by the Alabama Department of Revenue to issue credit vouchers.

2. Boat Registration:

Responsible for becoming familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity Computer Systems
- b. The fees associated with the different classifications of vessels.
- c. The Rules and Regulations concerning the collection of state, county and municipal sales and use tax and supporting documentation retention needed to meet the requirements of the State Department, Examiners of Public Accounts.

3. Business License:

Responsible for becoming familiar with:

- a. Programs setup by ~~Delta~~ **Ingenuity** Computer Systems.
 - b. The fees associated with the issuance of various privilege licenses.
 - c. The Rules and Regulations concerning the issuance of state and county privilege license.
4. Marriage License:
Responsible for becoming familiar with:
- a. Programs setup by ~~Delta~~ **Ingenuity** Computer Systems.
 - b. Rules, Regulations and Laws concerning the issuance of marriage license for individuals who are divorced or require special documentation.
 - c. The fees associated with the issuance of marriage license, ceremonies and certified copies.
5. Hunting and Fishing License:
Responsible for becoming familiar with:
- a. Programs setup by ~~Delta~~ **Ingenuity** Computer Systems.
 - b. Rules, Regulations and Laws concerning the issuance of various hunting and fishing privilege license to Alabama residents and non-residents.
 - c. Rules, Regulations and Laws concerning the issuance of various hunting and fishing privilege license for individuals who require proving residency.
6. Manufactured Home Registration:
Responsible for becoming familiar with:
- a. Programs setup by ~~Delta~~ **Ingenuity** Computer Systems.
 - b. All municipal tax codes.
 - c. All classifications of manufactured homes.
 - d. Rules, Regulations and Laws concerning the registration of manufactured homes and retention of proper documentation.
 - e. Rules, Regulations and Laws concerning the collection of state sales tax and the retention of proper documentation.
 - f. The issuance of title applications and proper documentation that must be surrendered to the State Department of Revenue.
7. Driver License:
Responsible for becoming familiar with:
- a. Programs setup by the Alabama Department of Public Safety.
 - b. Rules, Regulations and Laws concerning the issuance of driver license renewals, State Issued ID and replacement driver license.
 - c. Documentation needed to apply for replacement driver license.

Knowledge, Skills and Abilities

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

- 1. Communication skills to convey to the public clear and concise explanations of the Alabama Department of Revenue Rules, Regulations and Laws and any county or Inter Office policy and procedures in a courteous and tactful manner.
- 2. Math skills to compute correctly any fees due the state, county, or municipalities.

3. Skills to clearly define any State or County Rules and Regulations adhere to by this office and the daily routine correspondence from the public.
4. *Considerable knowledge of State Rules, Regulations and Laws concerning the issuance of various licenses.
5. *Ability to deal with public in all matters.
6. *Knowledge of County rules, regulations, policies and procedures.

Other Characteristics

1. Experience in working with the public.
2. Willing to travel out of county as needed.
3. Willing to work non-standard hours.
4. Willing to provide own automobile.

Minimum Qualifications

1. Possess a high school diploma or its equivalent.
2. Experience required, 1 year preferred.
3. Possess a valid driver's license.

POSITION DESCRIPTION

Title: License Revenue Officer II

Department: Probate

Job Analysis: May 2007, January, 2011, **October 2019**

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, **Administrator of Motor Vehicles, Tags, and Licenses,**
License Revenue Administrator

Subordinates: None

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 Revenue, Ad Valorem Tax Division, Motor
Vehicles Division, Title Sections, Personalized Tag Division,
Mandatory Liability Insurance Division, Sales Tax Division, Sales,
Use & Business Tax Division, Vital Statistics, Marine Police
Division, Department of Conservation and Natural Resources,
Alabama Department of Public Safety

Status: Classified/Non-Exempt (H)

Job Summary

A motivated individual with an exemplary attitude and the initiative to take on any additional responsibilities and assignments as requested. Employee follows established policy and procedures and guidelines in performance of duties. Have the capability of setting job priorities to ensure proficiency of job performance. Performs and maintains other office duties including accounting as required for daily operation of the office. Help resolve any matters, either by telephone or in person that may come up during the course of daily events. Work non-standard hours.

Job Domains

A. Office Management:

1. Provides staff support to the License Revenue Administrator and License Revenue Manager.
2. Responsible for following policy, procedures and guidelines set forth by Probate Judge.
3. Compile daily reports to balance monies collected.
4. Responsible for setting job priorities.

B. License Issuance:

1. Motor Vehicle:

Responsible for becoming familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
- b. All tax and municipal codes for Baldwin County; to ensure the proper ad valorem tax is collected.
- c. The different ad valorem tax assessment percentage rates; to ensure the proper assessed values are calculated.
- d. State Laws and Regulations as setup by the Alabama Department of Revenue concerning the issuance of motor vehicle registrations.
- e. The different specialized tags available and which specialized tags cannot be issued without proper documentation retention needed to meet the requirements setup by the Alabama Department of Revenue.
- f. The issuance of commercial vehicle tags that require the consideration of certain restrictions and documentation.
- g. Proper documentation that must be kept for transactions so that the State Laws, Rules and Regulations are maintained to meet the requirements of the Alabama Department of Revenue and the State Department, Examiners of Public Accounts.
- h. The issuance of title applications so that the proper documentation is surrendered to the Alabama Department of Revenue.
- i. The Rules and Regulations concerning the issuance of temporary tags.
- j. The Rules and Regulations concerning the collection of state, county and municipal sales and use tax and supporting documentation retention required to meet the requirements for the Department of Public Accounts.
- k. The Rules and Regulations required by the Alabama Department of Revenue to issue credit vouchers.

2. Boat Registration:

Responsible for becoming familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
- b. The fees associated with the different classifications of vessels.
- c. The Rules and Regulations concerning the collection of state, county and municipal sales and use tax and supporting documentation retention needed to meet the requirements of the State Department, Examiners of Public Accounts.

3. Business License:

Responsible for becoming familiar with:

- a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
- b. The fees associated with the issuance of various privilege licenses.

- c. The Rules and Regulations concerning the issuance of state and county privilege license.
- 4. Marriage License:
Responsible for becoming familiar with:
 - a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
 - b. Rules, Regulations and Laws concerning the issuance of marriage license for individuals who are divorced or require special documentation.
 - c. The fees associated with the issuance of marriage license, ceremonies and certified copies.
- 5. Hunting and Fishing License:
Responsible for becoming familiar with:
 - a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
 - b. Rules, Regulations and Laws concerning the issuance of various hunting and fishing privilege license to Alabama residents and non-residents.
 - c. Rules, Regulations and Laws concerning the issuance of various hunting and fishing privilege license for individuals who require proving residency.
- 6. Manufactured Home Registration:
Responsible for becoming familiar with:
 - a. Programs setup by ~~Delta~~ Ingenuity Computer Systems.
 - b. All municipal tax codes.
 - c. All classifications of manufactured homes.
 - d. Rules, Regulations and Laws concerning the registration of manufactured homes and retention of proper documentation.
 - e. Rules, Regulations and Laws concerning the collection of state sales tax and the retention of proper documentation.
 - f. The issuance of title applications and proper documentation that must be surrendered to the State Department of Revenue.
- 7. Driver License:
Responsible for becoming familiar with:
 - a. Programs setup by the Alabama Department of Public Safety.
 - b. Rules, Regulations and Laws concerning the issuance of driver license renewals, State Issued ID and replacement driver license.
 - c. Documentation needed to apply for replacement driver license.

Knowledge, Skills, and Abilities

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

- 1. Communication skills to convey to the public clear and concise explanations of the Alabama Department of Revenue Rules, Regulations and Laws and any county or Inter Office policy and procedures in a courteous and tactful manner.
- 2. Math skills to compute correctly any fees due the state, county or municipalities.

3. Skills to clearly define any State or County Rules and Regulations adhere to by this office and the daily routine correspondence from the public.
4. *Considerable knowledge of State Rules, Regulations and Laws concerning the issuance of various licenses.
5. *Ability to deal with public in all matters.
6. *Knowledge of County rules, regulations, policies and procedures.

Other Characteristics

1. Experience in working with the public.
2. Willing to travel out of county as needed.
3. Willing to work non-standard hours.
4. Willing to provide own automobile.

Minimum Qualifications

1. Experience required, 1 year preferred.
2. Possess a valid driver's license.
3. Possess a high school diploma or its equivalent.

POSITION DESCRIPTION

Title: Probate Court Administrator III

Department: Probate

Job Analysis: May 2007, June 2009, **October 2019**

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: Probate Judge, **Chief Clerk**

Subordinate Staff: Court Administrators I and II

Internal Contacts: Members of Probate Office

External Contacts: Attorneys and staff, County Officials and staff, Law Enforcement Officials and staff, other Career Professionals and General Public

Status: Classified/Exempt (EC-6)

Job Summary

Prepares and maintains court records for Probate Office and Probate Court. Prepares reports, correspondence and legal documents. Researches records of record room, IBM terminal, attorney general's opinions and laws of the state that relate to all matters in Probate Court. Schedules court hearings and meetings. Available to answer questions from attorneys, other career professionals and general public. Employees in this class seldom need supervision from their elected or appointed supervisors. Works closely with the Judge in scheduling events and hearings. Performs various other tasks as assigned.

Job Domains

- A. The Probate Court Administrator shall have the following powers and performs the following duties:
1. Prepares and manages a caldron of court cases and legal documents in relation to estates, guardianship, conservatorships, condemnations, establishment of cemeteries, transfer of liens to bonds, partition of lands, tax deeds, adoptions, name changes, commitments, legitimations, and various other court cases. This includes legal document preparation, coordinating Judge's calendar with attorneys, and preparing court files for recordation.

2. Prepares billing and receipts money. Balances daily receipts. Responsible for receipting and directing the disbursement of the Fiduciary Account relating to court cases.
3. Helps other probate court administrators in receiving, processing and filing legal documents; preparing and issuing legal documents; computing, collecting, accounting for and disbursing court costs fees, etc.; preparation of monthly and annual reports; monitors compliance with orders of the Court; reviews papers and legal documents prepared by other probate court administrators and attorneys for compliance with court rules and Alabama law.
4. Reviews the work of other court employees, pointing out errors and discrepancies and giving instructions as necessary to correct those discrepancies; assists with training of new employees, assists in interviewing of potential employees. Confers with attorneys, judges, district attorneys and interested parties regarding questions concerning court rules, procedures, and matters of law, etc.; reviews and processes the more complex complaints, pleadings, motions and order, etc.
5. Any other duties assigned by Probate Judge.

B. Office Management duties and responsibilities include:

1. Assist with interview of new staff member.
2. Delegate and review work of other court staff.
3. Explain department policies and regulations to other court staff.
4. Maintain Effective Communication with other office Staff.
5. Assist Judge in training court Staff.
6. Supervisory responsibility of Court Administrators I and II.

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, legal documents, 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 other court staff, supervisors, other employees, general public and attorneys.
7. Ability to give clear and concise instructions to the staff.
8. Ability to exercise good judgment in making decisions in accordance with department policies and procedures.
9. Ability to operate office machines such as copy machine, calculator, typewriter, P.C., and laser printers.
10. Knowledge of filing systems.
11. Knowledge of Code of Alabama, Acts of Legislature and Attorney General's opinions.

Physical Characteristics

1. See well enough to read manuals and written instructions.

2. Hear well enough to respond to verbal communication and 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.

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.
3. Be willing to be reached by telephone after hours and on weekends.

Minimum Qualifications

1. Minimum of 5 years' experience is desirable
2. 4-year college degree or equivalent experience and training to perform the duties of the position.

POSITION DESCRIPTION

Title: ~~Public Records Officer II~~ Recording Officer

Department: Probate

Job Analysis: May 2007, October 2019

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: ~~Public Records Officer I~~

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 (G)

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 ~~Public Records Officer II~~ Recording Officer is responsible for accepting and indexing of 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 assist 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. Establishes and maintains effective working relationships with the general public, attorneys, title researchers and other employees.
11. Provides staff support to Public Records Manager and Public Records Administrator.
12. Ability to respond to difficult or unusual questions that require the research of laws or procedures.
13. Ability to handle difficult or angry 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.