

JOB DESCRIPTION

Job Title: Probate Clerk

Department: County Clerk

Reports To: County Clerk

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS:

- High School Diploma preferred along with good office skills
- Course in General Computers with experience in working with adding, copy, and fax machines.
- Ability to positively communicate and interact with the public.
- Must be able to read and understand maps.

TEMPERAMENT:

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quick and accurate.

Effective Date: 11/09
Revision Date:
Review Date: 11/10

Responsibility Area and Performance Standards

(Evaluated with team member input)

Performance Rating*

* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

1 2 3 4

40%

ATTITUDE

- Communicates positively and courteously with people throughout the Courthouse Complex.
- To provide superior service and safe service to citizens of the community.
- Strive to exceed the citizen's expectation.
- Always be respectful to everyone.
- Provide the highest level of respect that co-workers, citizens and customers.
- Must change, adapt, follow through and communicate professionally.
- Set high standards, act ethically and professionally, dedicate ourselves to excellence.
- Seizing the opportunity to improve, being a wise purchaser and consumer of supplies.
- Honest and ethical treatment in all dealings.
- Consistently wears appropriate attire.
- Keeps work areas clean and neatly organized.
- Is flexible and take the initiative to improve performance.
- Expresses appreciation, offers compliments and encouragement
- Is a good team member
- Gives criticism to co-workers in private.
- Expresses your observation and suggestions in a way that promotes a positive outcome and avoids conflict.

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<p align="center">Responsibility Area and Performance Standards (Evaluated with team member input)</p>		<p align="center">Performance Rating*</p>			
<p>* <u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding</p>		1	2	3	4
<p>40%</p> <ul style="list-style-type: none"> • Office Duties: <ol style="list-style-type: none"> 1. Probating wills 2. Qualifying the executors 3. Assist as needed with appraisements 4. Take care of claims against an estate 5. Advertise appropriately 6. Complete final accounting 7. Go before County Commission when petitions are filed 8. Real estate transfers once estates are settled 9. Organize and send letters to selected parties regarding executors & heirs 10. Filing and indexing documents 11. Proper handling and storing of wills 					
<p>20%</p> <ul style="list-style-type: none"> • Other <ol style="list-style-type: none"> 1. Assist other office personnel as needed 2. Prepare for voting 3. Offer support with estates 4. Back up for all support staff within office. 					