

**CHEROKEE COUNTY GEORGIA
POSITION DESCRIPTION**

TITLE: CHIEF DEPUTY CLERK – PROBATE

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide supervisory and administrative support to the Probate Court. The position is responsible for supervising deputy clerks, planning, training, entering data into the computer system to produce accurate case files, collecting and receipting payments made to the Court, providing customer service, scheduling civil court dates, and attending court with the judge and recording case decisions. The position works under general supervision according to some procedures; decides how and when to complete tasks.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises deputy clerks under direction of the Court Clerk, including training, assigning and evaluating work, counseling, disciplining, and recommending selection and termination.

Enters data into the computer system to produce accurate case filings; collects and receipts payments made to the Court.

Answers telephones and greets visitors to the Department; provides customer service to the general public, attorneys and other law enforcement agencies, answering questions and providing information.

Schedules civil court dates for suits, dispossessories, abandoned vehicles, traverses, show cause hearings, and motions for contempt and other motions; transfers cases to other counties and courts as required.

Attends court with judge and records decisions of cases in the docket book; types-up decisions and mails to involved parties as appropriate.

Interprets the Georgia code section pertaining to probate procedures; adjusts probate systems to comply with changes in the laws, and informs the public of changes.

Ensures compliance by staff with policy and procedures for the area of responsibility in the execution of daily duties; interprets policy for staff as required.

Performs clerical/administrative tasks such as assisting with preparation of periodic employee evaluations, maintaining records, preparing correspondence or reports, faxing or telephoning.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

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GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to coworkers.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

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EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as calculators, computer, photocopiers, scanners, or similar office equipment.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires an associate’s degree or the equivalent of two years of college or vocational school education in business management, paralegal or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires deputization by the State of Georgia as a Deputy Registrar.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience, including some supervisory experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

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SENSORY REQUIREMENTS: “*Sensory Requirements*” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.