

JOB ANNOUNCEMENT

Probate Clerk I

Macon County Commission
101 E. Rosa Parks Ave. Ste. 106
Tuskegee, AL 36083

Job Summary

Under the direction of the Chief Probate Clerk, the employee performs responsible technical and clerical work. Receives, records, and files legal documents related to probate proceedings. Reviews documents for accuracy and completeness and ensures the appropriate filing fee is received. Sells various licenses, issues driver's licenses (renewal and duplicate) and runs driver's license reports. Files and maintains a cross-indexed filing system. Plans and executes operations involved with setting up elections. Provides assistance to the public. Other duties as assigned.

Knowledge

Knowledge of general office procedures.

Knowledge of filing systems

Computer and software skills

Math skills: Must possess a working knowledge of basic arithmetic operations in order to receive and receipt financial transactions and to balance daily cash receipts.

Basic knowledge of accounting and bookkeeping.

Skills

Ability to qualify for a surety fidelity bond.

Ability to work flexible hours including overtime, holidays, or weekends as needed.

Ability to travel to attend workshops or conferences.

Ability to obtain a Notary Public Commission.

Skilled in the use of MS Word, MS Excel, MS PowerPoint

Demonstrated ability to use the Internet for searches, and knowledge in using cloud-based software.

Qualifications

Possess a high school diploma and one year of experience in general office or clerical work is preferred.

Resumes will be received by the Macon County Commission by mail:

**Mrs. Tracey Moon, Director of Personnel
Macon County Courthouse
101 East Rosa Park
Tuskegee, Alabama**

Or hand delivered to Mrs. Moon at the Macon County Courthouse, 101 East Rosa Parks (1st Floor), Tuskegee, Alabama.

For information: Probate Judge James Cooper @ (334) 724-2507, Chief Probate Clerk Dierdre Harkless @ (334) 724 2509 or Mrs. Tracey Moon (334) 724-2500

Open until filled