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