

Deputy Clerk to Probate Court
Terrell County Probate Court
Human Resources Job Description Detail

Under the supervision of the Probate Judge the Deputy Clerk to the Probate Court completes all office procedures and other tasks as assigned by the Probate Judge

- Maintain confidentiality in all aspects of client, staff and court information
- Interact with citizens, vendors, and visitors
- Answers telephones
- Open, sort and distribute correspondence, including faxes and email
- Sign and distribute UPS/FedEx or similarly delivered packages
- Prepare responses to routine inquiries
- Perform general clerical duties i.e. copying, faxing, mailing, and filing
- File and retrieve documents, records and reports
- Create and modify documents using word processing, spreadsheet, or other software
- Support staff in project based work
- Other duties as assigned by the Probate Judge

This list is not all inclusive but merely representative of the duties and responsibilities performed by an Administrative Assistant to Terrell County Probate Court.

QUALIFICATIONS: Must be 18 years old or older and possess a valid high school diploma or GED equivalent. Candidate must have two (1)years clerical experience or equivalent. Business and personal references required. Employee must successfully complete an oral interview, background investigation, and drug screening.

KNOWLEDGE, SKILLS, & ABILITIES: Employee should demonstrate knowledge of generally accepted office practices and procedures. Demonstrate skill in the use of computers and other office equipment. Employee will have the ability to positively communicate and interact with the public. Employee will have the ability to work well either alone or as part of a team.

PREFERRED SKILLS/QUALIFICATIONS: Experience in Court operations/administration.

PHYSICAL CONDITIONS AND NATURE OF WORK: The employee is frequently required to sit and talk and hear type, handle paper and focus on computer screens. Occasionally will need to stand or walk, reach with hands and arms and lift and/or move up to 25 pounds. The work is typically performed in an office. Employee must meet standards of pre-employment physical and drug screen.

_____Employee initials indicate ability to meet conditions.

SALARY: \$7.75 / Hour

Part-time/Permanent

Approved: _____ Date: _____

- (11/13/12) Carol M. Speir, Probate Judge

Employee: _____ Date: _____