

Clayton County	
Title: Probate Court Clerk Class Code: PC010	

Purpose of Classification

Provides clerical support to the Probate Court department. Work involves assisting the general public in person and over the phone; docketing, indexing, and recording court case information; providing copies of official court and/or legal documents to the public; and/or receiving and processing applications for department administered programs.

Essential Functions

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Answers Department telephones; greets customers and visitors; communicates with the general public, attorneys, court personnel, and County and local officials; provides assistance, copies of requested documents and information regarding department services and procedures; refers callers to other staff members as appropriate; and takes messages.

Accepts payments, applications, records, etc. from customers; records receipt of same; and prepares for processing.

Receives, reviews, prepares and/or processes department documents such as records of court cases, dockets and indexes, and case files; receives and processes applications for programs administered by the department including marriage licenses, pistol permits, temporary guardianship of minors, etc.; issue legal documents including birth certificates, subpoenas, etc.

Verifies, completes and/or codes required information; enters information into department databases; update database information; creates new spreadsheets/files; and purges old data as appropriate. Makes copies and distributes as appropriate; and maintains copies in department manual files.

Type letters, reports, summaries and correspondence. Prepares folders; maintains files of department correspondence, program records, legal documents, etc.; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files.

Receives, dates and distributes incoming mail. Prepare outgoing mail.



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Additional Functions

Performs other related duties as required

Minimum Qualifications

High school diploma or GED; supplemented by five (5) months of clerical and/or customer service experience; proficient in WordPerfect preferred; Georgia Crime Information Center (GCIC) and Terminal Agency Coordinator (TAC) preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA Compliance

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

