



County of Calhoun

Job Description

Job Title: Deputy Probate Judge
Department: 1100 – Judge of Probate
Reports To: Probate Judge
FLSA Status: Non-Exempt
Prepared Date: 2/4/2015
Approved By: Probate Judge
Approved Date: 2/4/2015

Summary

This position assists and carries out clerical tasks in probate office by performing the following duties.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Probates estates
- Issues Marriage Licenses
- Prepares orders of detention for Probate Judge's review
- Prepares docket or calendar of cases to be called.
- Examines legal documents submitted to court for adherence to law or court procedures, prepares case folders, and posts, files, or routes documents.
- Explains procedures or forms to parties in case.
- Secures information for judges, and contacts witnesses, attorneys, and litigants to obtain information for court, and instructs parties when to appear in court.
- Records case disposition, court orders, and arrangement for payment of court fees.
- Collects court fees or fines and records amounts collected.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Computer Skills

Microsoft Office Proficient

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.