

# **BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**DEPUTY CLERK – PROBATE COURT**

---

## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform clerical work, assist the public, and process documentation associated with the Probate Court or other county court, department, or area as assigned.

## **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.**

Processes a variety of documentation associated with department activities, per established procedures and within designated timeframes.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Performs customer service functions in person, by telephone, or by mail; provides assistance and information related to court/department activities, procedures, forms, fees, or other issues; responds to routine questions or complaints; initiates problem resolution.

Assists the public in researching information and obtaining copies of county records; prepares certified copies of death certificates, birth certificates, marriage licenses, or other legal documents.

Receives moneys in payment of citations, fees, fines, vital records, certified copies, probate services, or other fees/services; calculates appropriate fees; records transactions and issues receipts; enters payments and disposition into computer; balances cash register receipts; forwards revenues as appropriate.

Processes citations/tickets; receives citations and assigns case numbers; enters data into computer; completes information on back side of citation; records information pertaining to cash bond and history tickets in appropriate books; records DUI tickets in DUI history book and in DUI docket book; numbers DUI folders and records information; maintains records.

Provides assistance during Traffic Court proceedings; completes multiple court/legal forms; calculates total amounts of fines; makes copies of documentation; receives and records payments.

Issues firearms licenses; receives applications from sheriff's department; types/completes information on application; enters data into firearm docket; mails licenses to applicants.

Issues marriage licenses; records marriages licenses in docket book; prints and mails marriage certificates.

Prepares or completes various forms, reports, correspondence, logs, firearms licenses, marriage licenses, marriage certificates, citation dispositions/sentences, bench warrants, subpoenas, court orders, court date continuance forms, failure to comply notices, controlled substance conviction forms, jail sentence forms, probation forms, appearance forms, guilty plea forms, waiver forms, notice of revocation/suspension forms, release from jail forms, or other documents.

Receives various forms, reports, correspondence, payments, citations, citation checklists, firearms applications, firearms licenses, death certificates, marriage licenses, legal documents, docket books, receipt books, driver history books, cash bond books, DUI books, case number books, law books, road maps, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, court system, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, opening/processing incoming mail, or preparing outgoing mail.

Maintains file system of various files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; packages files/records for storage; purges and/or shreds obsolete files.

Communicates with supervisor, employees, other departments, court officials, law enforcement personnel, probation officers, attorneys, customers, traffic violators, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

Provides support or assistance to other departments or other employees as needed.

Performs notarization of documents as needed.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving general office work, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## 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 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.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.