



NOTICE OF VACANCY

Probate Clerk

Grade VI Wage Range \$12.24 - \$17.49 Pay Rate based on qualifications

State Retirement	Blue Cross Blue Shield Health & Dental
VSP Vision Insurance	County Paid Life Insurance
Vacation/Sick Leave/Holiday	Four (4) 10-hour Work Days

Division	Department	Location	Reports To
Probate Office	Probate	Dale County Commission	Chief Probate Clerk, Probate Judge

Job Summary

Performs technical and clerical work in reporting, reception, and referral.

Duties and Responsibilities

Performs reception duties such as answering the telephone, routing calls, greeting visitors, and distributing information.

Assist customers with record searches, photocopying, and other information.

Types various bonds, applications, reports, and correspondence.

Issues licenses such as hunting, fishing, marriage, and driver's licenses.

Balances daily cash collections and records collections and distributions. Prepares and makes bank deposits.

Maintains files and copies of various applications, documents, and records. Updates and culls files as necessary. Destroys any unnecessary data and relocates file to permanent storage.

Manages database by inputting data and verifying its accuracy. Runs and indexes reports and files as necessary.

Requires communication with programmers regarding computer operations and any problems that arise.

Prepares monthly reports and billing.

Other duties as required.

Statements included in this description are intended to reflect general duties and responsibilities.

A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or visit our website: www.employment@dalecountyal.gov.

Deadline for accepting applications is January 16, 2023.

Dale County is an Equal Opportunity Employer.