



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Chief Clerk / Associate Judge	Job Code: 000405
Reports to: Probate Judge	FLSA Status: Exempt
Department: Probate Court 04	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

The purpose of this position is to assist the Judge of Probate Court and to manage all court proceedings, as well as to oversee the daily operations of the Probate Court Office to include Vital Records, Passports, Estate filings, other Duties include overseeing and managing the assignments of all daily, monthly, and yearly tasks.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Prepares or completes various forms, reports, correspondence, or other documents; keeps all minutes of Court entered into a suitable book, recorded, and indexed as required by law; types and issues citations; administers all oaths relating to the business of the court; types and issues all Orders and Letters pertaining to Petitions or applications; types and indexes applications for licenses and permits; types and issues subpoenas, writs of fieri facias, etc; types letters and mail regarding court cases or other petitions/applications received.

Verifies birth and death certificates and a variety of other certificates; indexes and records certificates; runs background checks on application renewals as required.

Makes appointments and keeps court/office calendar for Judge and all employees.

Searches and gives information by telephone, in person or through the mail to the public.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Receives and files all petitions presented by electors, the Board of Registrars, or the County Executive Committee of a political party or upon the election of superintendent's own motion for the division, redivision, alteration, change or consolidation of precincts; receives and verifies nomination petitions of candidates; types and runs in newspaper as required by law of any petition, notice, or election; preserves, stores and maintains voting machines and ballot boxes when not in use; selects, hires, and appoints poll officers to work in each election.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Chief Clerk/Associate Judge	Job Code:
---	------------------

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Procures and preserves all records of The Effingham Herald.

Calculates all court cost, receives and receipts court cost; shows expenditures from court cost.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Responsible for GBI and Vital Records Audits

ADDITIONAL FUNCTIONS

Must comply with all requirements as listed under OCGA 15-9-2.1

Hear and Preside over Probate cases at the discretion of the Probate Judge

MATERIALS AND EQUIPMENT USED

Computers, Scanners, Copier, digital camera, typewriter, CJT Software, Excel, Microsoft word,

LICENSES

Must be able to complete GBI security and awareness training every 2 years

Must be able to complete and maintain GCIC TAC certification and operator certification

Valid Georgia Driver's License

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in business and office administration; supplemented by three (3) years previous experience and/or training that includes business management, accounting, and court; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Meet all requirements required to become Ga. Crime Information Center terminal agency coordinator (TAC) and terminal operator.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Chief Clerk/Associate Judge

Job Code:

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction:

Requires the capacity to act as a first line supervisor, including overseeing work, acting on employee problems, and assigning the work of others and the Public.

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 apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Chief Clerk/Associate Judge

Job Code:

Sensory Requirements:

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, smoke, machinery, or electric currents.

Effingham 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