

## **Staff Report**

**Subject:** Approval and publication of a new job description for Probate Court.

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Meeting Date:** March 7, 2023.

**Item Description:** Approval and publication of a new job description for Probate Court.

**Summary Recommendation:**

Staff is requesting authorization to approve and publish a new job description for Probate Court.

### **Executive Summary/Background**

*Chief Clerk/Associate Judge:* 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, including Vital Records, Passports, Estate filings, other duties include overseeing and managing the assignments of all daily, monthly, and yearly tasks.

This will be a promotion in title for the current Chief Deputy Clerk, Mr. David Zittrauer, who has been with the County since November 1999, and Probate Court since July 2021.

### **Alternatives for Commission to Consider**

1. Approve the job description; authorize publication and distribution.
2. Disapprove the job description and provide guidance to staff.

**Recommended Alternative:** Staff recommends Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager, Probate Court, and Human Resources.

**Funding Source:** No impact on the budget.

**Attachments:** Chief Clerk/Associate Judge Job Description  
Associate Judge Law Document from Georgia General Assembly