

## Notice

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of Probate Office Clerk. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960 until the close of business on April 15, 2016.

**Job Summary:** Under the supervision of the Office Manager, the Probate Clerk works to maintain all Probate Court case records and receive and establish Probate cases. The employee monitors and manages cases, assists with election management, performs boat license renewals, driver license issue, mortgage and deed recording, and marriage license issue.

**Minimum Qualifications:** High school diploma or GED. Two years of practical work experience in a Probate Office environment dealing with the public; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job. Possess a current and valid driver's license. Possess Notary Public commission or ability to qualify and obtain certification. Ability to be bonded, travel to attend meetings and training, work overtime or non-standard hours as required.

**Essential Functions:** Performs activities related to issuing various types of license to citizens, assists in performing Election planning and operations. Performs general clerical duties and customer service. Cross-training with Motor Vehicle Office functions will be required.

**Knowledge, Skills and Abilities:** Knowledge of County rules, regulations, policies and procedures: County, state, federal statutes and laws as well as election laws: General office procedures, basic bookkeeping/accounting procedures, safety rules, effective verbal skills, comprehensive reading skills, math skills, operate office equipment, keep records and make reports, use computers and office productivity software, handle money, checks, and credit card receipts, ability to explain laws and rules to customers.

**Salary and Benefits:** Starting salary is \$12.52 per hour. Salary is negotiable based on successful applicant's related experience, education and training. Successful applicant will be awarded county benefits. First consideration will be given to all present employees of the Cherokee County Commission who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.