



## **FULL TIME PROBATE CLERK**

### **Closing Date: Open Register**

The Personnel Board of Houston County is developing an employment register for Probate Clerk positions. A completed application must be completed online at [www.houstoncountyal.gov/jobs](http://www.houstoncountyal.gov/jobs) by 4:30 pm on the closing date.

### **Job Duties**

Perform clerical tasks in the assigned area of the Probate Office Department, which involves answering questions, examining documents and issuing tags and licenses. Incumbents may perform primary tasks associated with issuing vehicle tags, driving licenses, game and fishing licenses, marriage licenses, etc., recording and maintaining records, such as real estate transactions, wills, guardianships, mortgages etc. Individuals assure that proper documentation is received, and calculate taxes and fees prior to accepting documents or issuing licenses. Individuals are required to maintain and balance a cash drawer. Assist the public in locating documents and making copies of documents.

### **Qualifications**

High school diploma or GED equivalency. Knowledge of business English, spelling, math and office procedures helpful. Computer experience required. Experience in handling money. Ability to work in a fast-paced environment dealing with the public.  
Bi-lingual preferred.

**Starting Salary**  
**Grade 15- \$15.48**

**THE HOUSTON COUNTY PERSONNEL BOARD**  
**An Equal Opportunity Employer**