



JUDICIAL AND RECORDING SUPERVISOR

The Personnel Board of Houston County is developing an employment register for a Judicial & Recording Supervisor in the Probate Office. A completed employment application must be submitted online at www.houstoncountyal.gov by 4:30 pm on the closing date of **May 6, 2024**.

Duties

Supervises the legal and records division of the Office of the Probate Judge. Directs the work of a clerical staff engaged in processing of paper work required for Probate proceedings, such as reviewing documents to assure that they conform to requirements, accepting properly prepared documents, advising attorneys and individuals of requirements if documents are rejected, and collecting filing fees. Verify the work of the clerical staff to assure that final records are accurate. Prepare and issue correct payment of funds. Revises procedures as needed to conform to changes in laws and regulations. Assist in resolving unusual situations, and training new employees.

Minimum Qualifications

High School diploma or G. E. D. certificate plus 5 years of experience working in a probate office, or an equivalent combination of education and experience.

Salary Range

\$17.87-27.03 hourly **Grade 17**

**The Personnel Board of Houston County
An Equal Opportunity Employer**