

Morgan County Commission
Probate Office

DEPUTY CHIEF CLERK
Appointed Position

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Knowledge of probate practices and procedures; Assists the Judge of Probate with court duties; Prepares daily bank deposit; Summarizes daily transactions by reconciling fees collected; Completes notary background checks; Provides direction and guidance to staff; Reviews and evaluates the work of office staff; Ability to work as a team and work independently; Assists Chief Clerk and staff with various office duties and special projects; Performs internal audits of documents filed; Calculates departmental fees; Ability to proofread written documents and identify grammatical errors; Uses knowledge of various computer applications including Word and advanced Excel to prepare documents and develop and interpret statistical information; Attention to detail with the ability to plan, organize and prioritize tasks; Ability to solve problems to include identifying possible solutions; Ability to read and understand information and ideas presented in writing as needed to follow instructions; Prepares various correspondence, forms, reports, court orders, and other documents; Responds to routine requests for information; Greets customers, ascertaining nature of business, assisting and/or directing customers to appropriate person; Provides information and assistance to the public, attorneys, court officials, or other individuals; Answers questions regarding departmental documentation, procedures, or other issues; Ability to clearly communicate with staff, officials, state agencies, or others as appropriate concerning problems, procedures, legal clarification, general information, or other issues; Performs research functions as needed; Maintains a comprehensive current knowledge and awareness of applicable probate law; Reads professional literature; Maintains professional affiliations; Attends meetings and training sessions as appropriate; Assists with conducting elections; Ability to exhibit interpersonal sensitivity and utilize proper attitude for the situation; Requires regular and prompt attendance; May perform duties of Chief Clerk in absence of same; Performs other duties as directed.

MINIMUM QUALIFICATIONS: H.S. Diploma required, college degree preferred; experience in customer service, bookkeeping, general office work or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Ability to work overtime and travel to attend training, as needed. Required to obtain a Public Official Bond. Will require possession and maintenance of valid Alabama Certificate of Appointment of Notary Public. Ability to lift 30 pounds. Must possess and maintain a valid Alabama Driver's License.

Grade U01 (\$29.57) – Appointed Position
Full-Time W/Benefits

Note: The Morgan County Commission healthcare plan requires a spousal carve-out. This plan provision excludes or restricts spouses from being eligible for the County's group health plan when they are eligible for or enrolled in their own employer's health plan.

Apply at www.morgancountyprobate.com.

Applications accepted from 8/18/2026 until 8/26/2026.