

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Probate Deputy/Election Assistant
DEPARTMENT: Clerk
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: October 2018
DATE REVISED: February 2019

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Probate Deputy/Election Assistant for the Whitley County Clerk's Department, responsible for providing estate and guardianship assistance, assisting in conducting elections, and providing customer service both in person and on the phone.

DUTIES:

Answers telephone and greets office visitors, providing customer service both in person and on the phone, taking messages, or transferring/directing to appropriate individual or department, and answers questions.

Scans all new cases into Department E-filing system.

Prepares certified letters for estates and guardianships, including mailing to attorneys and interested parties.

Provides customer service to child support payers, including answering questions and taking payments.

Performs a variety of election duties, including assisting candidates in filing for office, processing voter registration applications, preparing election supplies for absentee voting and election day voting, answering phone on election day, and delivering supplies to voting sites.

Programs election voting machines, and E-Poll tablets, including verifying that software is correctly programmed.

Processes marriage licenses, including answering questions and filling out licenses.

Processes bond payments, including verifying funds are matched with correct criminal case.

Sends adoption decrees and information to State of Indiana, including mailing birth certificate to attorneys of record.

Performs a variety of duties for the Courts, and the Sheriff's Department, as requested.

Attends conferences and training as required.

Performs duties of co-workers as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Working knowledge of Department policies and procedures, applicable local and state rules and regulations, legal terminology and forms, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to comply with all employer/department personnel policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy.

Ability to properly operate a variety of standard office equipment, including computer, typewriter, fax machine, telephone, calculator, postage meter, copier, election machines, and E-Poll tablet.

Ability to make simple arithmetic calculations and compile, collate, and classify data.

Ability to compare or observe similarities and differences between data.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Courts, Sheriff's office, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to read/interpret detailed reports, such as estate documents.

Ability to occasionally work weekend, extended, and/or evening hours, and occasionally travel out of town for meetings and conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to Department policies and procedures, with priorities determined by a formal schedule, service needs of the public, and seasonal deadlines. Assignments and objectives are set jointly by immediate supervisor and incumbent. Incumbent follows standard operating procedures or policy and procedural manuals. Errors in incumbent's work are usually prevented through standard bookkeeping checks. Undetected errors may result in inconvenience to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Courts, Sheriff's Office, attorneys, and the public for purpose of exchanging information and rendering service.

Incumbent reports directly to Clerk.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, and at a service counter, involving sitting/standing/walking for long periods, occasionally walking on uneven terrain and in extreme temperatures, sitting and walking at will, keyboarding, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching, kneeling, speaking clearly, bending, reaching, hearing sounds/communication, grasping/handling/fingering objects, close/far vision, color and depth perception, and driving. Incumbent occasionally works with or is exposed to violent/irate individuals during election process.

Incumbent occasionally works extended hours, weekend and/or evening hours, and occasionally travels out of town for meetings and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Probate Deputy/Election Assistant for the Clerk's Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print/Type name