

POSITION DESCRIPTION

Title: Administrator of Assessment

Department: Revenue Commission

Job Analysis: September 2010, August 2011, September 2014, [November 2016](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Revenue Commissioner

Subordinate Staff: Assessment Supervisor, Assessment Support Tech I, II, III & Specialist

Internal Contacts: Members of Revenue Commissioner's Office

External Contacts: General Public, Various State Agencies
Revenue Commission, other County Offices

Status: Classified/Exempt (~~EC-6~~) (EC-7)

Job Summary

Work involves supervising subordinate employees and/or providing the combination of advanced secretarial assistance, personnel assistance, and administrative assistance.

Positions in this class are distinguished from Support Tech and Specialist by being delegated a greater range of supervisory responsibility over subordinates or by the highly varied and variable nature of the work. Positions may be distinguished by combination of confidential and sensitive assignments performed on behalf of higher-ranking officials or the Administrator of Assessing.

Assesses real property, personal property, corporations, and mineral rights. Prepares various records such as assessment sheets, change forms, current use applications, etc. Makes copies of records, forms, etc. upon request. Assists public with research activities. Transfers and posts data regarding assessments, current use, changes in land value, etc.. Enters changes in information into computer and reviews data for errors. Files and maintains change forms, assessments, property record cards, etc.. Answers telephone, routes calls, relays messages, greets visitors, and provides assistance and/or information.

Job Domains

A. Supervision

1. Supervise, review, and assign work of office assistants.
2. Train personnel in assessing and clerical work.
3. Maintain department personnel files and reviews.
4. Train new employees.
5. Organize work flow to meet time schedules.

B. Assessing

1. Enter requests, current use applications, summer home applications, homestead exemption forms and other related forms into computer.
2. Assess any new deeds that have been recorded in the Probate office, assess corporations, mineral rights, personal property.
3. Verify assessments, map reviews and property ownership, check description and date of deed. If in prior owners name, determine parcel number by computer.
4. Assess parcel to grantee, determine if homestead is needed and what type, check summer home or current use and determine correct classification.
5. Enter correct type of homestead.
6. Determine if parcel mapped wrong by checking point of beginning on deed and work with mapper to correct error.
7. Enter requests, explain who needs the information and give all necessary information so appraiser or mapper understands.
8. If error has been made, post correction to abstract.
9. Make photostatic copies of various documents such as letters of disability, assessments, abstracts, GEO printouts, death certificates and wills, etc., and write receipts.
10. Look-up taxpayers taxes as requested.
11. Show the public, title workers, etc., the records and how to use them.
12. Receive and make copies of registration on mobile homes in order to remove them from tax bills.
13. Post tax sale redemptions to assessments.

C. Electronic Data Processing

1. Review all assessment sheets to insure all necessary information has been entered accurately in computer.
2. Verify any changes in land value, description, improvements, ownership, etc., from appraisal to assessment.
3. Review assessments for exemptions, class and signature.
4. Post various data such as descriptions of improvements and appraised value, current use, summer homes, correct ownership, dimensions, section, township, range, Board of Equalization values, etc..
5. Key in new parcels into computer.
6. Assign new account numbers and post account numbers.

7. Enter changes of ownership, property description, address and exemptions.
8. Prepare supplements and credits.
9. Review data for errors.
10. Make any address changes.
11. Determine if parcel sold to State or individual; if taxes sold to individual, make sure tax bill is issued.

D. Filing

1. Assemble and file assessments, affidavits, change forms in alphabetical order.
2. File change forms, property record cards in geographical order.
3. File affidavits to assessment sheets.

E. Reception and Referral

1. Answer telephone, route calls, relay messages, provide information.
2. Greet visitors, route to particular office or individual, provide assistance and/or information.

Knowledge, Skills and Abilities

(Any item with an asterisk will be taught on the job)

1. Verbal skills to communicate effectively with general public, co-workers, and supervisors.
2. Math skills to calculate taxes based on formula and to perform other basic mathematical operations.
3. Writing skills to neatly and clearly complete forms, records, and reports.
4. Reading skills to understand legal documents, maps, wills, etc.
5. Ability to operate office machines such as calculator, CRT terminal, copy machine.
6. Knowledge of general office procedures.
7. *Knowledge of filing systems.
8. *Knowledge of county policies and procedures.
9. Knowledge of state and county tax laws.
10. Ability to exercise independent judgment.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made)

1. See well enough to read fine print and numbers without error or transposition.
2. Hear well enough to respond to verbal communication.
3. Speak well enough to communicate in a clear, polite, and courteous manner.
4. Body movement or mobility to bend, lift, stand, or move.
5. Strength to lift heavy books.
6. Stamina to stand on feet during long periods of time.

Other Characteristics

1. Must be willing to work overtime to complete work within specified period of time.
2. Be willing to travel within the county to Satellite offices as job requires and to attend various workshops, training sessions, etc.

POSITION DESCRIPTION

Title: Appraisal Clerk Coordinator
Dept: Revenue Commission
Job Analysis: November 2005, June 2010, August 2011, [November 2016](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Appraisal Administrator, Assistant Appraisal Administrator, and Revenue Commissioner
Subordinate staff: All Appraisal Support Staff
Internal contacts: Member of the Revenue Commissioner's Office
External contacts: General Public; Elected Officials
Status: Classified/ Exempt (~~EC-06~~)(EC-7)

Job Summary

Work involves planning, assigning, directing, reviewing & coordinating the work of the appraisal support staff in a wide variety of clerical duties. Work is performed with considerable independent judgment, discretion and initiative based on a vast knowledge of the laws, rules, regulations, policies, procedures or technology governing the department. Specialization of duties is based on responsiveness, precision, accuracy, analysis, initiative to follow through/follow up, confidentiality and creditability. Work involves decision making, assisting in the development and implementation of policies/procedures for the department and determining the effectiveness of existing programs.

Essential Functions of Work

1. Plans, assigns work and evaluates the performance of subordinate personnel employed to perform support staff responsibilities, schedules and signs leave requests, trains and instructs subordinates in operating procedures and practices.
2. Interviews, hires, conducts employee evaluations, as well as make recommendations concerning new hires and disciplinary matters.
3. Maintains personnel records for support staff and initiates actions according to Personnel Board regulations.

4. Coordinates activities of the department with other departments. Attends meetings on departmental matters.
5. Performs a variety of office administrative tasks in relieving a superior of important duties, assists in determining priority of work, monitors progress of work & leads department to ensure meeting/reaching office deadlines.
6. Receives and resolves complaints; investigates complaints using judgment and initiative in making proper decisions; makes recommendations; and follows-up to ensure timely action or response is taken by appropriate departments and/or persons.
7. Conducts research and administrative studies of a sensitive or confidential nature, analyzes data, prepares reports and makes recommendations.
8. Directs and oversees the processing, maintenance, filing and retrieval of records. Orders supplies and services.
9. Responds to complaints and inquiries from the public.

Supervision Exercised

1. Employees in this class may supervise a large group of subordinate employees and exercise the full range of supervisory authority-planning, organizing, scheduling, assigning and evaluating the work of assigned clerical staff.

Working Environment

1. Office environment with everyday risks or discomforts. Work is mostly sitting with occasional walking, standing, bending & carrying a file drawer or box of papers or files.

Knowledge, Skills, and Abilities

1. Knowledge of modern office practices, procedures, and equipment, including computers.
2. Knowledge of departmental rules, regulations, procedures, and functions.
3. Knowledge of office record keeping and reporting.
4. Knowledge of business English, spelling, and math.
5. Knowledge of the principles and practices of modern employee supervision.
6. Ability to direct the work of subordinate clerical personnel performing a variety of functions.
7. Ability to analyze administrative problems and determine proper solutions or make appropriate recommendations.
8. Ability to research, assemble and correlate financial and statistical data.
9. Ability to establish and maintain effective working relationships with department heads, employees and the general public.
10. Ability to apply departmental rules, regulations and procedures.
11. Ability to maintain complex and difficult clerical and statistical records and to prepare detailed reports from such records.
12. Ability to receive and resolve complaints and questions from the public. Skill in the operation of office equipment and machines.

Other Characteristics

1. High School Diploma or GED and five (5) years of responsible clerical experience with two (2) years of supervisory experience in a clerical or office setting.
2. Must have Support Staff designation through the Alabama Property Tax Education and Certification Program.

POSITION DESCRIPTION

Title: Audit Compliance Officer Trainee

Department: Sales & Use Tax/License Inspection Department

Job Analysis: January 2014, [November 2016](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Sales & Use Tax Coordinator

Subordinate Staff: None

External Contacts: General Public, Taxpayers, City and State Employees, Other Government Agencies, License Departments, Vendors – Local Government and Gov Connect.

Status: Classified/Non-Exempt (J)

Job Summary

The principal function of this position is training with complex auditing and enforcement work relating to the state and county tax laws. This is advanced and highly technical professional audit work in the examination of taxpayer's returns and records for compliance with state and federal tax laws. Employees in this class will train in highly technical auditing work in the field or office in the enforcement of Alabama's tax laws. This position coordinates auditing business records and collection of all taxes and fees collected by Baldwin County Sales, Use & License Tax Department. Public contacts are an important feature of this work and employees must be able to deal independently with the public in situations which may be controversial.

Job Domains

1. Examine sales records/invoices, rental contracts or agreements, purchase journals/invoices, general ledgers, contracts, invoices, electronic records, financial statements and income tax returns of retail, manufacturing, or contractors and service industries concerns to verify the accuracy of taxes submitted to the County.
2. Assist with audits for cities that have entered into an audit contract with Baldwin County. Foreign audits are conducted by the auditor when the business is located outside of Baldwin County and the State of Alabama utilizing the electronic method.
3. Investigate any complaints and/or reports rendered by various sources on problem accounts or businesses.

4. Attend meetings, conferences, workshops, and training sessions, review publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
5. Assist Audit Compliance Officer with meetings with taxpayers, if requested.
6. Respond to citizen's questions and comments in a courteous and timely manner.
7. Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of county operations and activities.
8. Review building permit reports, personal property reports, tax abatements, and also communicate with Baldwin County municipalities through reciprocal agreements to enforce compliance and maximize revenue.
9. Perform other directly related duties consistent with the role and function of this position.
10. Inspect businesses to ensure proper tax and business license compliance.
11. Perform collection process of taxes and fees as established by current guidelines of the Sales, Use & License Tax Department.
12. Utilize all resources available to ensure businesses are in compliance with any and all tax laws of the State of Alabama.
13. All other duties as assigned.

Knowledge, Skills and Abilities

1. Comprehensive knowledge of principles and practices of government operations.
2. Comprehensive knowledge of all applicable tax laws, regulations and procedures.
3. Comprehensive knowledge of generally accepted accounting procedures.
4. Ability to comprehend, interpret and apply tax laws, rules and collection procedures.
5. Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment.
6. Ability to establish and maintain effective working relationships with elected officials, county and city departments, employees, business owners, and the general public.
7. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
8. Ability to understand and follow oral and/or written policies, procedures and instructions.
9. Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner.
10. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
11. Verbal skills to communicate effectively with management, other employees, professionals and the public in a courteous and tactful manner, with or without accommodation.
12. Ability to read and scan a wide variety of materials electronic or hard copy form, with or without accommodation.
13. Skills in the operation of a computer terminal with sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, copier and other related office equipment.
14. Ability to maneuver and function in and around an office environment, with or without accommodation.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
4. Willing to use personal vehicle daily while on County business.
5. Confidentiality is a must due to the nature of information handled.

Minimum Qualifications

1. Possess valid driver's license.
2. Bachelor's degree in Accounting.
3. Minimum of two (2) years' experience in auditing, accounting and collections.

Advancement

The advancement from Audit Compliance Officer Trainee to Audit Compliance Officer will be when the employee becomes a Certified Revenue Examiner.

POSITION DESCRIPTION

Title: Detention Coordinator

Department: Baldwin County Regional Juvenile Detention Center

Job Analysis: June 2015, Sept 2016, November 2016

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: JDC Director

Subordinate Staff: Detention Worker I, Detention Worker II, Detention Technician and the Nurse (in the absence of the RN and Director)

Internal Contacts: Co-workers and juveniles

External Contacts: General Public, Law Enforcement Personnel, Juvenile Probation Officers, Juvenile Court Officers and Juvenile Judge

Status: Classified/Exempt ~~(EC-6)~~ (EC-7)

Job Summary

The Detention Coordinator of the BCRJDC will develop, implement, coordinate and manage the overall operations of the Detention Center. The Detention Coordinator is highly responsible for supervision of all subordinate personnel in the safety, security and operations of this facility and is responsible for the safety, care, custody and control of juvenile population. Work also involves supervising subordinates, clerical functions associated with housing, understanding juvenile behavior and performance of security tasks, which includes but is not limited to, intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines. The Detention Coordinator works with the Compliance Officer to ensure that all employees comply with all applicable Baldwin County, PREA and DYS regulations and standards.

Job Domains

Detention Coordinator Duties

1. Ensure that all shifts are adequately staffed with personnel that are balanced with gender and experience.
2. Responsible for the evaluation of staff, promoting their accountability and development.

3. Ensures and supports with the Compliance Officer with complying with all federal, state and local regulatory requirements, with focus on PREA, DYS, School Lunch and ACA standards.
4. Responsible for ensuring all staff are properly trained to carry out their responsibilities to maintain discipline, training and education in all aspects of the program.
5. Manages and coordinates proper documentation to include the staffing of and the treatment of the youth.
6. Be willing to work direct-care shifts and weekends to ensure consistency and support.
7. Ensure all necessary data and correspondence is submitted to all agencies timely and with a high level of craftsmanship.
8. Investigate all incidents and grievances and report findings to the Director immediately.
9. Work with the Director to communicate and facilitate all progressive discipline and development needs of staff.
10. Responsible for the continual staff development and implementation of programmatic changes.
11. Responsible for the security of youth at all times. This involves safety in all areas, i.e. from abuse, the elements and escape from the facility.
12. Liaison with the community, Probation Officers and Juvenile Court.
13. Awareness and understanding of expenses and purchasing policies and implementation of sound fiscal practices as directed by the Baldwin County Commission.
14. Responsible for the safe and secure transportation of all youth to and from court ordered appointments.
15. Ensure the culture, facility and youth are being cared for with craftsmanship and transparency.
16. Notify, as soon as possible, the Director of any actions or deviations that affect the program.
17. In the absence of the Director, serve as the authority for all the operations of the Juvenile Detention Center.
18. Rotate on-call responsibilities.
19. Any other assigned duties.

Knowledge, Skills and Abilities

1. Knowledge of management skills, organization and training.
2. Knowledge and skills of quality improvement initiatives.
3. Working knowledge of general office practices and procedures.
4. Skills in use of routine office equipment, specifically with Microsoft Office.
5. Knowledge and experience with development of policy and procedures.
6. Skills and knowledge in management and leadership, including budgeting, purchasing and fiscal management.

Other Characteristics

1. Willing and able to work directly with violent, physically handicapped, mentally, physically and emotionally ill juveniles, caring for their basic needs.
2. Have excellent verbal, written and people skills with the ability to effectively communicate with others.

3. Be an excellent role model for staff and residents.
4. Be available to work flexible hours, including weekends, nights and on call.
5. Willing to obtain training needed and any other assigned duties.

Physical Requirements

1. Ability to administer emergency medical aid and CPR.
2. At a minimum, ability to walk 1.5 miles in thirty (30) minutes or less.
3. At a minimum, stand for four (4) consecutive hours in order to observe the juveniles in any setting.
4. Drag, lift and pull a minimum of fifty (50) pounds for twenty (20) feet or more, unassisted.
5. Ability to rapidly respond, which may include: sprinting, jogging and running to maintain safety of residents and staff.
6. Bend, kneel and squat repeatedly as needed.
7. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to thirty (30) minutes at a time.
8. Vision that can adequately supervise juveniles in a variety of light settings.
9. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.
10. Hear disturbances, alarms, voice tones and warnings from a variety of distances.

Minimum Qualifications

1. Must have a Bachelor's degree in human services or related field or an Associate's degree in Criminal Justice and 10 years' experience in a Detention Center.
2. Possess a strong working knowledge of Juvenile Detention Center Operations.
3. Must have a valid driver's license and be insurable by the County's insurance guidelines.
4. Successful applicants must submit and pass annual background checks to include Department of Public Safety, criminal and DHR central registry.

POSITION DESCRIPTION

Title: Junior Staff Accountant
Department: Finance & Accounting
Job Analysis: May 2014, [November 2016](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Clerk/Treasurer and Senior Accountant
Subordinate Staff: None
Internal Contacts: County Commission Staff, County Employees
External Contacts: General Public, Business Community, State Auditors, Banking Institutions, Vendors
Salary Grade: Classified/~~Exempt (EC-6)~~ [Non-Exempt \(J\)](#)

Job Summary

Responsible for the general accounting functions including: preparing journal entries, maintaining balance sheet schedules and accounts, accounts receivable, accounts payable, reconciling bank statements, assisting with monthly closings and account analysis and supporting the senior level staff in carrying out the responsibilities of the Finance and Accounting department. This position provides administration and accounting support to the Finance and Accounting team as well as providing backup support to the Solid Waste Administrative Office and the Sales Tax/License Inspection office.

Job Domains

A. Accounting and Financial

1. Assist Clerk/Treasurer and senior level staff with financial tasks.
2. Receipt and deposit all County funds in proper accounts.
3. Process payment vouchers.
4. Reconcile monthly bank statements.
5. Prepare analysis of accounts as requested.
6. Enter General Entries.
7. Reconcile reports/data.

8. Assist with preparation of the year-end audit process.
9. Maintain vehicle titles and assist with the disposition of vehicles and other assets.
10. Other duties as assigned.

B. Reports/Records Management

1. Maintain various reports as needed.
2. Post and maintain various data bases used for reports.
3. Responsible for the integrity of data and the confidentiality of information.
4. Maintain all financial files in an organized and timely manner.
5. Ensure that files are kept up to date and purged on a yearly basis according to the Records Disposition Schedule.
6. Maintain vehicle titles.

C. Miscellaneous

1. Order all supplies for Finance and Accounting office.
2. Fill in for office employees when necessary.
3. Type and/or prepare correspondence, resolutions, agenda items and various documents as requested.
4. Provide assistance and/or makes referrals to general public, various agencies and County employees.
5. Enter data and operates PC, copiers and printer when necessary.

Knowledge, Skills and Abilities

(Any item with an asterisk will be taught on the job.)

1. Strong working knowledge of business software packages such as spreadsheets, data bases and word processing. Ability to produce reports with report writer software would be a plus.
2. Attention to detail and accuracy in accounting procedures.
3. Working knowledge of accounting software systems such as JD Edwards.
4. Math and analytical skills to perform accounting and bookkeeping operations.
5. Skills to prepare reports, complete forms, compose letters and accurately and neatly post journals and ledgers.
6. Problem analysis and problem-solving skills.
7. Skills to read and understand written instructions, manuals and correspondence.
8. Ability to operate office machines such as 10 key calculator, computers and copy machine.
9. Knowledge of accounting principles and procedures, particularly as it relates to governmental accounting.
10. Knowledge of general office procedures.
11. Project planning, organizing and scheduling by priority.
12. Ability to work independently with little supervision.
13. Skills to communicate effectively with office staff and general public.
14. Ability of team work and relating well with other staff members.
15. *Thorough knowledge of departmental policies and procedures and ability to apply them.

Other Characteristics

1. Possess valid driver's license.
2. Willing to work overtime, nonstandard hours, weekends and holidays as required completing work assignments.
3. Willing to travel out of County as needed.
4. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. Bachelor's degree in accounting or equivalent.
2. Accounting and bookkeeping experience of two (2) years.
3. Any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the work.
4. Proficiency in uses of accounting software like Microsoft Excel.

POSITION DESCRIPTION

Title: Probate Court Administrator III
Department: Probate
Job Analysis: May 2007, revised June 2009, [November 2016](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Probate Judge
Subordinate Staff: Court Administrators I and II
Internal Contacts: Members of Probate Office
External Contacts: Attorneys and staff, County Officials and staff, Law Enforcement Officials and staff, other Career Professionals and General Public
Status: Classified/Exempt (~~EC-6~~)([EC-7](#))

Job Summary

Prepares and maintains court records for Probate Office and Probate Court. Prepares reports, correspondence and legal documents. Researches records of record room, IBM terminal, attorney general's opinions and laws of the state that relate to all matters in Probate Court. Schedules court hearings and meetings. Available to answer questions from attorneys, other career professionals and general public. Employees in this class seldom need supervision from their elected or appointed supervisors. Works closely with the Judge in scheduling events and hearings. Performs various other tasks as assigned.

Job Domains

- A. The Probate Court Administrator shall have the following powers and performs the following duties:
1. Prepares and manages a caldron of court cases and legal documents in relation to estates, guardianship, conservatorships, condemnations, establishment of cemeteries, transfer of liens to bonds, partition of lands, tax deeds, adoptions, name changes, commitments,

- legitimations, and various other court cases. This includes legal document preparation, coordinating Judge's calendar with attorneys, and preparing court files for recordation.
2. Prepares billing and receipts money. Balances daily receipts. Responsible for receipting and directing the disbursement of the Fiduciary Account relating to court cases.
 3. Helps other probate court administrators in receiving, processing and filing legal documents; preparing and issuing legal documents; computing, collecting, accounting for and disbursing court costs fees, etc.; preparation of monthly and annual reports; monitors compliance with orders of the Court; reviews papers and legal documents prepared by other probate court administrators and attorneys for compliance with court rules and Alabama law.
 4. Reviews the work of other court employees, pointing out errors and discrepancies and giving instructions as necessary to correct those discrepancies; assists with training of new employees, assists in interviewing of potential employees. Confers with attorneys, judges, district attorneys and interested parties regarding questions concerning court rules, procedures, and matters of law, etc.; reviews and processes the more complex complaints, pleadings, motions and order, etc.
 5. Any other duties assigned by Probate Judge.

B. Office Management duties and responsibilities include:

1. Assist with interview of new staff member.
2. Delegate and review work of other court staff.
3. Explain department policies and regulations to other court staff.
4. Maintain Effective Communication with other office Staff.
5. Assist Judge in training court Staff.
6. Supervisory responsibility of Court Administrators I and II.

Knowledge, Skills and Abilities

(Any item with an asterisk will be taught on the job.)

1. Verbal skills to communicate effectively with office staff, attorneys and general public.
2. Math skills to perform basic mathematical operations.
3. Writing skills to clearly and neatly complete forms, reports, legal documents, etc.
4. Reading skills to read and understand codes, regulations and policies.
5. *Knowledge of county rules, policies and regulations.
6. Ability to establish and maintain effective working relationships with other court staff, supervisors, other employees, general public and attorneys.
7. Ability to give clear and concise instructions to the staff.
8. Ability to exercise good judgment in making decisions in accordance with department policies and procedures.
9. Ability to operate office machines such as copy machine, calculator, typewriter, P.C., and laser printers.
10. Knowledge of filing systems.
11. Knowledge of Code of Alabama, Acts of Legislature and Attorney General's opinions.

Physical Characteristics

1. See well enough to read manuals and written instructions.
2. Hear well enough to respond to verbal communication and talk on the telephone.
3. Speak well enough to answer questions in a polite and courteous manner.
4. Body movement or mobility to stand, lift, bend and move.

Other Characteristics

1. Be willing to travel to attend workshops, conferences, seminars, etc. out of town as needed.
2. Be willing to work overtime, non-standard hours or weekends to complete work within specific time period.
3. Be willing to be reached by telephone after hours and on weekends.

Qualifications

1. Minimum of 5 years experience is desirable, 4-year college degree or equivalent.