

# LEE COUNTY COMMISSION

**Chairman**  
Bill English, *Probate Judge*  
Mailing Address:  
P. O. Box 2412  
Opelika, AL 36803-2412  
(334) 737-3660 phone  
1-855-212-8024  
www.leeco.us



**Members**  
Doug Cannon, District 1  
Ross Morris, District 2  
Jeff Drury, District 3  
Tony Langley, District 4  
Richard LaGrand, District 5

## JOB ANNOUNCEMENT

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| <b>Job Title:</b> Probate Clerk  | <b>Hours of Availability:</b> Monday - Friday; 8:00am - 4:30pm |
| <b>Closing Date:</b> February 10, 2025   | <b>Position Announcement:</b> PC027-01-2025                    |
| <b>Work Location:</b> Lee County, AL   |  |
| <b>Division/Department:</b> Probate  |  |
| <b>Reports to:</b> Probate Chief Clerk   |  |
| <input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> | <b>Pay Range:</b> \$39,719.66 - \$45,677..61                   |

**JOB SUMMARY:** This position performs clerical and customer service duties.

### ESSENTIAL JOB FUNCTIONS:

- Greets visitors; answers telephone and transfers calls as appropriate; provides information and assistance.
- Issues driver's license and ID renewals and duplicates as requested.
- Issues marriage licenses; processes returned licenses.
- Issues boat licenses and hunting and fishing licenses.
- Processes transfer of ownership for vessels and collect taxes for same.
- Issues business licenses.
- Issues conservation licenses.
- Collects sales tax and license fees; balances accounts.
- Mails certified letters out to customers for bad checks.
- Assists in the commitment process.
- Indexes, records, and files documents.
- Orders office supplies.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of county and department regulations, policies and procedures.
- Knowledge of laws, regulations, policies, and procedures relating to probate functions.
- Knowledge of modern office practices and procedures.
- Skill in operating such office equipment as a computer, calculator, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in the use of job related software applications.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

### QUALIFICATIONS:

- High School diploma/GED and one (1) year of related experience, or equivalent.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9<sup>th</sup> Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to [humanresources@leeco.us](mailto:humanresources@leeco.us) by the closing date.

Previous applicants should reapply. For more information visit: [www.leeco.us](http://www.leeco.us).

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information** or any other characteristics protected by law. *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).**