

[Type here]

PAY BAND: 104

PAY: \$14.25

JOB TITLE: Part-Time Probate Clerk I

SUMMARY OF JOB PURPOSE:

Responsibilities include inputting, updating, and maintaining data in the Probate Court's systems, ensuring that data is organized, accurate, and accessible, and providing assistance to the Probate Judge as needed.

ESSENTIAL FUNCTIONS:

- Enters information into databases and/or software programs by inputting alphabetic and numeric information on a keyboard or optical scanner, uploading data from outside sources, and/or transcribing audio and video content.
- Compiles, sorts, and verifies various filings.
- Compares data with source documents, utilizes documentation verification formats to detect and correct recording and data entry errors, and reports them to supervisors as needed.
- Maintains operational records and logs of activities and work completed.
- Adheres to organizational processes to maintain data accuracy, integrity, and confidentiality.
- Establishes entry priorities by following organizational processes or conferring with team leadership.
- Secures information by completing database backups.
- Maintains client confidence and protects operations by keeping information confidential.
- Operates office equipment as needed to assist in data entry operations.
- Contributes to the team effort by accomplishing related results as needed.

SKILLS AND QUALIFICATIONS:

- Quick and accurate typing and word processing skills
- Accuracy and attention to detail
- Integrity, discretion, and respect for confidentiality and privacy
- Ability to read, understand, evaluate, and verify a wide range of materials and information in order to recognize and correct discrepancies
- Facility with technology
- Adaptability, including the ability to learn and adhere to new processes and technology as needed
- Active listening and communication skills
- Collaborative and teamwork
- Problem solving and analytical skills
- Organization and time management
- Tolerance for repetitive tasks

Laurens County Probate Court

EDUCATION AND EXPEIENCE:

- High school diploma or equivalent required
- Basic computer skills
- Experience working with data-entry software or cloud storage is a plus