



Probate Audit Specialist, Senior

Category: Classified
Pay Grade: C18
Job Code: 18714

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. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs lead worker position with duties requiring independent decision making and contact with the general public, attorneys, litigants, and the court; performs probate auditing with the guardianship and estate areas under the Clerk of the Circuit Court.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Serves as a lead worker over a group of probate clerical support staff;
- Assists the supervisor in the planning, assigning, and reviewing of work assignments and staff;
- Trains employees and keeps them apprised on policy and procedural changes;
- Provides information and services to the general public, other related departments, and/or attorneys to resolve complaints and problems;
- May prepare work related reports;
- Assesses appropriate fees based on fee schedule using computerized system;
- May perform a variety of tasks related to an automated office environment;
- Creates monthly schedules for the audit section;
- Processes notice of appeals, creates records, and transmits appeal records to appropriate court;
- Processes work in the audit and imaging section as needed;
- Processes court registry unclaimed funds;
- Performs opening and closing functions for Fiscal Records Specialists;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in Probate Court records or related work; or an Associate's degree and two (2) years of experience in Probate Court records or related work; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the Florida Statutes, Rules of Court, departmental procedures, and other legal authorities pertinent to guardianship and estate areas of Probate Court;
- Knowledge of automated office procedures, methods and equipment;

- Knowledge of legal terminology, grammar, spelling, math and ability to understand oral and written instructions;
- Skill in the application of quality customer service;
- Skill in the operation of automated office equipment;
- Ability to work independently, plan and coordinate the workflow;
- Ability to make decisions in accordance with laws and regulations and apply these to work processes and problems;
- Ability to train personnel;
- Ability to type with reasonable speed and accuracy;
- Ability to use small office equipment and computers.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.