

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
David Ruf
Johnny Turner
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

PROBATE CLERK II - ACCOUNTING

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$20.74 PER HOUR

**APPLICATIONS WILL BE ACCEPTED THROUGH
MARCH 19, 2026**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Probate Clerk II - Accounting

Probate Court

PC/3

JOB SUMMARY

This position performs clerical and customer service duties in support for office accounting and other functions.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance.
- Conducts file search for various records, including marriage records, financial statements, military discharges, deeds, mortgages, probate records, etc.
- Clocks in instruments for probate and adoption, guardianships, conservatorships, condemnations, etc.; assigns numbers and scans into computer.
- Reviews files for hearings and contacts attorneys regarding hearing dates.
- Prepares daily bank deposits and ensures the availability of adequate changes.
- Records new cases in index books.
- Prepares and mails bills for attorneys; keeps master list of bills due; receives and processes attorney payments; issues receipts and records payments; sends monthly notices of unpaid balances.
- Posts hearing notices; provides required information to local news media.
- Receives deeds, mortgages, plats, affidavits, releases, judgments, claims, etc.; reviews documents for compliance with regulations; calculates and collects fees; clocks, verifies, and indexes documents.
- Issues marriage licenses.
- Balances cash drawer; balances financial reports.
- Provides support for department election processes; organizes ballots; prepares and organizes election supplies; provides support on election day; assists with setting up public viewing area for election results; provides other election support as needed.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Probate Court policies and procedures.
- Knowledge of record management principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of bookkeeping principles and practices.
- Skill in the use of modern office equipment.
- Skill in the provision of customer services.
- Skill in establishing priorities and organizing work.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Probate Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Code of Alabama and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. Strict deadlines and guidelines contribute to the complexity of the position.
- The purpose of this position is to participate in the day-to-day operations of the court office. Successful performance contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, law enforcement personnel, attorneys, other court personnel, realtors, title searchers, bank personnel, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.