

Probate and Vital Records Clerk

The Probate and Vital Records Clerk, under the supervision of the Probate and Vital Records Manager and at the general direction of the County Clerk, will support the functions of the Probate and Vital Records Department within the County Clerk's Office. This is a full-time non-exempt employee position with benefits including retirement, paid health insurance, generous leave accruals including vacation, sick and personal time, and paid parking. Salary range \$30,000 to \$40,000 depending on experience and qualifications.

Essential Duties and Responsibilities:

- Issue Marriage Licenses and Marriage Certificates
- Prepare and issue Birth Certificates
- Prepare and issue Death Certificates
- Record and Probate estates by the Last Will and Testament or intestate succession
- Assist the public, legal professionals and other government agencies with their requests and questions by phone, email or in person.
- Provide notary public services on behalf of the County Clerk's Office
- Input information from legal records into indexing and retrieval system
- Provide copies of estate and probate records
- Generate various reports
- Index and scan documents
- Type and prepare Fiduciary Orders
- Process cash and credit card transactions
- Will include other duties as assigned

Must have the following characteristics:

- Pleasant and even-tempered demeanor
- Remain calm under pressure
- Excellent customer service skills
- Must be able to empathize during emotional or stressful situations
- Must be able to work either solo or as part of team environment
- Must be able to use professional business etiquette when corresponding by letter, telephone, or email.

- Must be able to meet professional dress code and personal appearance policy requirements
- Accurate typing and data entry skills
- Willing to learn new skills and processes
- Able to take direction and follow instructions
- Eager to help the public and colleagues
- Must be proficient in the use of computer equipment and technology
- Must be proficient in the use of Microsoft Word, Excel, Power Point and Publisher
- Must have clear and readable handwriting

Additional duties and assignments:

- Assists other office departments when necessary
- Must be able to work overtime, including early mornings, evenings, Saturdays, Sundays and holidays when necessary
- Other team assistance duties will include but is not limited to working and assisting with the election and voter registration obligations of the County Clerk's Office.
- Due to COVID-19, must be able to adhere to the use of Personal Protective Equipment (PPE) for a full workday and must be respectful of social distancing guidelines.

Education and Experience:

We are seeking a candidate with experience in working with legal documents. Knowledge of the probate and estate process beneficial. A bachelor's degree or associate degree is preferred, but not required.

Serious inquiries only. Please no phone calls. Interested applicants should submit a cover letter and resume (via email only) by April 14, 2022, to:

Carye L. Blaney, County Clerk
Monongalia County Clerk's Office
cblaney@monongaliacountyclerk.com