

AGENDA COOSA COUNTY COMMISSION

April 9, 2019

9:30 AM

WELCOME

PUBLIC COMMENTS:

Malissia Jackson, DHR – Community Employment Program
Devlynne Barnes – Coosa County Road 19
Mark Sullivan – Seeking Commission Support for Naming St Hwy 22
Connie Bainbridge – Central Al Electric Cooperative (Memo of Understanding - Broadband)

ELECTED OFFICIAL COMMENT:

CALL TO ORDER

COMMISSION ROLL CALL

INVOCATION, PLEDGE OF ALLEGIANCE

APPROVE AGENDA

READING OF MINUTES

AWARDS AND PRESENTATIONS

CONSENT AGENDA- MOTION AND SECOND TO APPROVE

- (A) Motion for Chairman, Vice Chairman and Administrator to authorize to issue and sign checks for payment of monthly expenses and payroll.
- (B) Motion to approve changes in employees: job description, salary, work hours, status (including budget approved raises).

NEW BUSINESS

- (1) Removal of Obsolete/Surplus Asset #700503, 700134, 700135, 700136, 700137, 700138, 700352, 700411, 700495, 400518, 700519, 700520, 700521, 700522, 700523, 700524, 700525, 700526, 700534 (See attached descriptions-Capt. Mike Mull/Sheriff Howell
- (2) Approval to begin transition to Verizon at Sheriff Dept and Jail for Office Phones – Capt. Mike Mull/Sheriff Howell
- (3) Approval of new job descriptions/positions for Probate Office – Probate Judge Dean
- (4) Approval of Memorandum of Understanding between Coosa County Commission and Central Alabama Electric Cooperative or its Affiliate – Chairman Adams
- (5) Decision by Commission regarding procedure for processing claims filed against the county – Commissioner Kelley
- (6) Approval to hire an actuary to determine OPED liability or to delay decision to FY20 based on financial condition – Administrator Graham
- (7) Discussion of Local Self Governance – Chairman Adams/Commissioner Kelley
- (8) Discussion of Community Correction Program – possible joint initiative with Clay County.

- (9) a. Approval of Commission Office Budget amendment request-Administrator Graham
- b. Approval of Probate Office Budget amendment request-Judge Dean
- c. Approval of Sheriff/Jail Budget amendment-Sheriff Howell/Capt. Mull/Chief Long
- d. Approval of Highway Department Budget Amendments
(No budget adjustments requested for Revenue Commissioner, EMA, or Senior Centers)
- (10) Approval of request for Attorney General's Opinion concerning the legality of issuing County Credit Cards to officials and employees as set forth in the Resolution and documents attached.

OLD BUSINESS

STAFF REPORTS

Administrator --

Engineer

Attorney-

EMA

Courthouse Maintenance-

Nutrition-

Safety Coordinator-

DISCUSSION ITEMS BY COMMISSIONERS

ADJOURN

MINUTES**COOSA COUNTY COMMISSION****APRIL 09, 2019****9:30 A.M.****ELECTED OFFICIAL COMMENT****CALL TO ORDER**

THE COOSA COUNTY COMMISSION MET AT THE COOSA COUNTY COURTHOUSE APRIL 09, 2019 FOR ITS REGULAR MEETING WITH CHAIRMAN TODD ADAMS, PRESIDING.

COMMISSION ROLL CALL

COMMISSIONER ROLL CALL CONSISTED OF CHAIRMAN-TODD ADAMS, VICE CHAIR BERTHA K. MCELRATH, UNZELL KELLEY, RONNIE JOINER, AND RANDALL DUNHAM.

INVOCATION AND PLEDGE OF ALLEGIANCE

INVOCATION WAS GIVEN BY COMMISSIONER UNZELL KELLEY. THE PLEDGE OF ALLEGIANCE WAS SAID BY ALL IN ATTENDANCE.

APPROVE AGENDA

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RANDALL DUNHAM TO APPROVE THE AGENDA. UNANIMOUSLY APPROVED

READING OF MINUTES

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RANDALL DUNHAM TO DISPENSE READING OF MINUTES. UNANIMOUSLY APPROVED

AWARDS AND PRESENTATION

NONE

CONSENT AGENDA

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RONNIE JOINER TO APPROVE FOR THE CHAIRMAN, VICE CHAIRMAN AND ADMINISTRATOR TO AUTHORIZE TO ISSUE AND SIGN CHECKS FOR PAYMENT OF MONTHLY EXPENSES AND PAYROLL. UNANIMOUSLY APPROVED

MOTION TO APPROVE CHANGES IN EMPLOYEES: JOB DESCRIPTION, SALARY, WORK HOURS, STATUS (INCLUDING BUDGET APPROVED RAISES).



Coosa County Sheriff's Office

Michael Howell, Sheriff

296 School Street • P. O. Box 279

Rockford, Alabama 35136

Office: 256-377-4922/1803 • Fax 256-377-1244

Jail: 256-377-2211 • Fax 256-377-2690

Email: office@coosaso.com • Website: www.coosacountyso.org



MEMO

To: Coosa County Commission

From: Michael Howell, Sheriff

Date: March 18, 2019

RE: Richard Wayne Weaver – New Hire – Courthouse Security Officer

MESSAGE:

Richard W. Weaver is hired by the Coosa County Sheriff's Office as a Courthouse Security Officer. His date of employment will begin on March 19, 2019. Weaver's rate of pay will be \$9.00 per hour. After completing his probationary period, he will not receive an increase in salary.

This memorandum for the record will remain in effect until further notice.


Michael Howell, Sheriff

03/18/2019
Date

NEW BUSINESS

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA K. MCEL RATH THE APPROVAL THE REMOVAL OF OBSOLETE/SURPLUS SHERIFF / JAIL DEPARTMENT ASSET#700503, 700134, 700135, 700137, 700138, 700352, 700411, 700495, 700518, 700519, 700520, 700521, 700523, 700524, 700525, 700526, 700534. UNANIMOUSLY APPROVED

Inventory Modification Form

Date: 1/22/17Submitted By: MILG

To be Added: _____

To Be Removed: X

Property

Description: TASER X26Purchase Amount: 759.00

Funding Source: _____

Purchased From: TASERSerial Number: X00-160501Model Number: X26If Being Declared SurplusAsset: 700134 Decal: 732

Reason for

Declaration: BROKEN replaced w TASER V2 3/22/16Turned in by J. Davidson

3323

Inventory Modification Form

Date: 1/22/19

Submitted By: MLG

To be Added: _____

To Be Removed: X

Property

Description: Taser X26

Purchase Amount: 759

Funding Source: _____

Purchased From: TASER

Serial Number: X00-160567

Model Number: X26

If Being Declared Surplus

Asset: 700135

Decal: 733

Reason for

Declaration: Broken replaced w TASER V2 3/22/19

Turned in by J. Davidson

Inventory Modification Form

Date: 1/22/19Submitted By: Mike

To be Added: _____

To Be Removed: X

Property

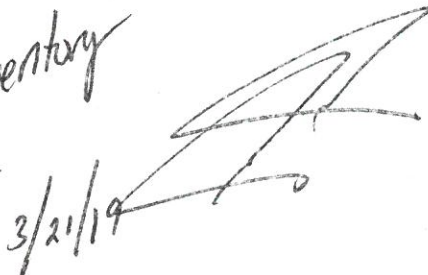
Description: Asus ComputerPurchase Amount: 422 Funding Source: _____

Purchased From: _____

Serial Number: _____ Model Number: _____

If Being Declared SurplusAsset: 700503 Decal: 1053Reason for
Declaration: upgraded and used for parts.

2nd Submission
For Inventory
change
3/21/19



Inventory Modification Form

Date: 1/22/19Submitted By: M/K

To be Added: _____

To Be Removed: X

Property

Description: Taser X26Purchase Amount: 759 Funding Source: _____

Purchased From: _____

Serial Number: X00160557 Model Number: X26If Being Declared SurplusAsset: 700136 Decal: 734

Reason for

Declaration: BROKEN replaced w Taser X2 3/21/19Turned in by J. Davidson

Inventory Modification Form

Date: 1/22/19Submitted By: MIKE

To be Added: _____

To Be Removed: X

Property

Description: TASER X26Purchase Amount: 759 Funding Source: _____Purchased From: TASERSerial Number: X00-160522 Model Number: _____If Being Declared SurplusAsset: 700137 Decal: 735

Reason for

Declaration: BROKEN Replaced w/ TASER X2 3/22/16Turned in by S. Davidson

Inventory Modification Form

Date: 1/22/17 Submitted By: MikeTo be Added: _____ To Be Removed: X

Property

Description: Taser X26Purchase Amount: 729 Funding Source: _____Purchased From: TaserSerial Number: X00-160529 Model Number: X26If Being Declared SurplusAsset: 700138 Decal: 736

Reason for

Declaration: Broken replaced w Taser X2 3/22/17Turned in by J. Davidson

Inventory Modification Form

Date: 1/22/19Submitted By: MikeTo be Added: To Be Removed: X

Property

Description: Taser X26Purchase Amount: 750Funding Source: Purchased From: TaserSerial Number: X00-553866Model Number: X26If Being Declared SurplusAsset: 700352Decal: 926

Reason for

Declaration: Broken replaced w/ taser x2 3/22/16Turned in by J. Davidson

3326

Inventory Modification Form

Date: 1/22/19

Submitted By: Mile

To be Added: _____

To Be Removed: X

Property

Description: Taser X26

Purchase Amount: 780

Funding Source: _____

Purchased From: Taser

Serial Number: X00-635604

Model Number: X26

If Being Declared Surplus

Asset: 700411

Decal: 978

Reason for

Declaration: Broken replaced w/ Taser X2 3/22/16

Turned in by J. Davidson

Inventory Modification Form

Date: 1/22/19Submitted By: MikeTo be Added: To Be Removed: X

Property

Description: Nikon D5100 CameraPurchase Amount: 596.10Funding Source: Sex Off-compliancePurchased From: Serial Number: 3568820Model Number: D5100If Being Declared SurplusAsset: 700495 Decal: 1044

Reason for

Declaration: Turned in by LT Burke, will not function
Camera is inoperable. to be disposed of in landfill

3327

Inventory Modification Form

Date: 1/22/19 Submitted By: _____

To be Added: _____ To Be Removed: _____

Property

Description: Bullet proof vest

Purchase Amount: 519.89 Funding Source: _____

Purchased From: _____

Serial Number: 72608 Model Number: 72596

If Being Declared Surplus

Asset: 700518 Decal: 1068

Reason for

Declaration: expired, transfer to Sheriff's reserves

Inventory Modification Form

Date: 1/22/19

Submitted By: _____

To be Added: _____

To Be Removed: _____

Property

Description: Bullet proof vestPurchase Amount: 519.89

Funding Source: _____

Purchased From: _____

Serial Number: 72639Model Number: 12606**If Being Declared Surplus**Asset: 700519 Decal: 1069

Reason for

Declaration: expired, transfer to sheriff's reserves

Inventory Modification Form

Date: 1/22/19 Submitted By: _____

To be Added: _____ To Be Removed: _____

Property

Description: Bullet proof vestPurchase Amount: 519.89 Funding Source: _____

Purchased From: _____

Serial Number: 72632 Model Number: 72598If Being Declared SurplusAsset: 700520 Decal: 1070

Reason for

Declaration: expired, transfer to Sheriff's reserves

Inventory Modification Form

Date: 1/22/19

Submitted By: _____

To be Added: _____

To Be Removed: _____

Property

Description: Bullet proof vestPurchase Amount: 519.89

Funding Source: _____

Purchased From: _____

Serial Number: 72625Model Number: 72589If Being Declared SurplusAsset: 700521 Decal: 1071

Reason for

Declaration: expired, transfer to Sheriff's reserves

3329

Inventory Modification Form

Date: 1/22/19 Submitted By: _____

To be Added: _____ To Be Removed: _____

Property

Description: Bullet proof vest

Purchase Amount: 519.89 Funding Source: _____

Purchased From: _____

Serial Number: 72618 Model Number: 72584

If Being Declared Surplus

Asset: 700522 Decal: 1072

Reason for

Declaration: expired, transfer to sheriff's reserves

Inventory Modification Form

Date: 1/22/19

Submitted By: _____

To be Added: _____

To Be Removed: _____

Property

Description: Bullet proof vestPurchase Amount: 519.89

Funding Source: _____

Purchased From: _____

Serial Number: 72635Model Number: 72601**If Being Declared Surplus**Asset: 700523 Decal: 1073

Reason for

Declaration: expired, transfer to Sheriff's reserves

3330

Inventory Modification Form

Date: 1/22/19 Submitted By: _____

To be Added: _____ To Be Removed: _____

Property

Description: Bullet proof vest

Purchase Amount: 519.89 Funding Source: _____

Purchased From: _____

Serial Number: 72637 Model Number: 72604

If Being Declared Surplus

Asset: 700524 Decal: 1074

Reason for

Declaration: expired, transfer to Sheriff's reserves

Inventory Modification Form

Date: 1/22/19

Submitted By: _____

To be Added: _____

To Be Removed: _____

Property

Description: Bullet proof vestPurchase Amount: 519.89 Funding Source: _____

Purchased From: _____

Serial Number: 72624 Model Number: 72590If Being Declared SurplusAsset: 700525 Decal: 1075

Reason for

Declaration: expired, transfer to Sheriff's reserves

3331

Inventory Modification Form

Date: 1/22/19 Submitted By: _____

To be Added: _____ To Be Removed: _____

Property

Description: Bullet proof vest

Purchase Amount: 519.89 Funding Source: _____

Purchased From: _____

Serial Number: 72638 Model Number: 72605

If Being Declared Surplus

Asset: 700526 Decal: 1076

Reason for

Declaration: expired, transfer to Sheriff's reserves

Inventory Modification Form

Date: 1/22/19

Submitted By: _____

To be Added: _____

To Be Removed: _____

Property

Description: Bullet proof vestPurchase Amount: 519.89 Funding Source: _____

Purchased From: _____

Serial Number: 130000212830 Model Number: _____If Being Declared SurplusAsset: 700534 Decal: 1084

Reason for

Declaration: expired, transfer to Sheriff's reserves

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY BERTHA K. MCELRATH THE APPROVAL TO BEGIN TRANSITION TO VERIZON AT SHERIFF DEPT. AND JAIL FOR OFFICE PHONES. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RONNIE JOINER THE APPROVAL OF NEW JOB DESCRIPTIONS/POSITIONS FOR PROBATE OFFICE. UNANIMOUSLY APPROVED

COOSA COUNTY JOB DESCRIPTION

Job Title: Chief Clerk

Department: Probate Office

FLSA:

Grade:

Job Description Prepared: May 2015

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Judge of Probate

Subordinate Staff: Tag Clerk; Recording Clerk; License Office Supervisor

Other Internal Contacts: Revenue Office; County Commission Office; EMA

External Contacts: General Public; Attorneys; Board of Registrars; Computer/IT Consultants; State Comptroller; Department of Revenue; Department of Human Resources; Health Facilities; Financial Institutions; Auditors; Town of Rockford; Municipalities within the County; Local Newspaper; Media Sources; Abstractors; DHR; Alabama Law Institute

Job Summary

Under the general direction of the Probate Judge, the employee provides leadership to the Probate Office. Employee supervises staff, performs financial and bookkeeping duties, provides services for customers, and ensures that the office runs efficiently. Employee has authority to issue orders and letters that are uncontested in the

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Supervision and Management. Supervises subordinate employees and performs management responsibilities for the effective and efficient operation of the Probate Office.

1. Participates in hiring, performance appraisals, and considers leave requests.
2. Ensures adequate staffing.
3. Manages daily functions of the office.
4. Establishes priorities and communicates priorities to employees.
5. Assigns tasks to employees.
6. Trains employees.
7. Corrects performance; consults with the Judge of Probate as necessary.
8. Communicates with and accurately conveys information with and among the Judge and employees.
9. Responds to questions and solves problems.
10. Initiates processes on behalf of the Judge.

ESSENTIAL FUNCTION: Probate Management. Serves as the Chief Clerk of the Probate Office, providing services, and standing in representation of the Judge of Probate, when the judge is absent.

1. Serves in the official capacity as Chief Clerk of the Probate Office.
2. Serves in the role as judge in the absence of the Judge of Probate.
3. Docks each case and establishes a case number.
4. Reviews every case and establishes a probate file.
5. Assigns and collects filing fees.
6. Prepares orders, statements, citations, subpoenas, and notices; presents to the Judge; signs in the absence of the Judge of Probate.
7. Verifies accuracy and completeness of each file/case.
8. Establishes and schedules hearings; prepares docket.
9. Signs uncontested orders in absence of the Judge.
10. Conducts monthly reconciliations.
11. Conducts marriages in absence of the Judge.
12. Copies files and maintains records; secures confidential and sealed documents.
13. Responds to questions and requests; serves as a resource for information about probate matters.

14. Maintains confidentiality.
15. Performs other duties as requested by the Judge of Probate.

ESSENTIAL FUNCTION: Audit and Finance. Accurately manages fiscal matters for the Probate Office in accordance with accepted practices. Prepares for and participates in audits.

1. Manages County finances associated with probate functions.
2. Manages all finances and monies for the Probate and Tag Offices.
3. Ensures accuracy in all financial matters.
4. Conducts daily re-cap of all Probate Office actions.
5. Verifies accuracy of all vehicle tag, boat, business license, and conservation transactions.
6. Accounts for monies received; ensures security of monies.
7. Reconciles and balances the daily re-cap of each clerk.
8. Identifies and corrects discrepancies.
9. Maintains files, records, and copies.
10. Establishes and maintains records needed for reports required by the State Comptroller and for auditors.
11. Prepares and maintains records for Coosa County Commission audits; meets with auditors.
12. Conducts bookkeeping functions.
13. Maintains accurate records of each fund.
14. Conducts bank reconciliations.
15. Conducts all monthly disbursements and fee declarations.
16. Prepares and submits reports for the State Treasurer.

ESSENTIAL FUNCTION: Legal Documents. Establishes and maintains files and documents to support the functions of the Probate Office.

1. Works with the Judge of Probate to establish and maintain legal documents and records.
2. Maintains all legal documents within the Probate Office.
3. Maintains hardcopy and electronic records.
4. Maintains secure and sealed documents.
5. Secures documents in the vault.
6. Determines level of security necessary for documents.
7. Ensures accuracy and completeness of documents and files.
8. Works directly with the Judge to complete documents and orders.
9. Composes letters.
10. Attends hearings.
11. Develops, establishes and maintains case files.
12. Determines venue and jurisdiction specific to each case.

ESSENTIAL FUNCTION: Elections. Provides assistance and support to the Judge of Probate in the conduct of elections held within the County.

1. Assists and supports the Judge of Probate in election functions and cycles.
2. Assists with established election processes.
3. Notifies identified poll workers of selection, requirements, and schedules.
4. Assists with election school; verifies attendance.
5. Processes pay vouchers for election workers.
6. Works to verify election results.
7. Secures documents; maintains files.

ESSENTIAL FUNCTION: Customer Service. Provides direct customer service in a positive and professional manner.

1. Greets visitors, customers and the general public.
2. Provides excellent customer service.
3. Responds to requests and questions.
4. Considers and solves problems.
5. Answers multiline phones; transfers calls.
6. Accepts payments; writes receipts; makes copies.
7. Secures monies received.
8. Locates deeds.
9. Performs all skills and functions within the Probate Office as needed; relieves clerks.

ESSENTIAL FUNCTION: Office Operations. Contributes to the professional operation of the Probate Office.

1. Maintains office supply inventory; orders items as needed.
2. Ensures that computers and office equipment are functional; contacts vendors.
3. Attends meetings and training sessions; drives.
4. Maintains continued judicial education hours.
5. Performs other duties as required by the Judge of Probate.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of state, county, and federal statutes and laws affecting probate processes and associated functions.
3. Knowledge of the general principles of accounting.
4. Knowledge of principles of management.

5. Knowledge of the County filing system and procedures.
6. Verbal skills to effectively communicate with co-workers, elected officials, and the general public.
7. Computer skills to effectively create documents and enter budget information.
8. Reading skills to read, understand, and explain State acts, federal laws, and guidelines.
9. Writing skills to compose complex letters to citizens and other governmental agencies.
10. Math skills to accurately project budgets and reconcile accounts.
11. Ability to supervise employees.
12. Ability to manage a professional office and prioritize work projects for self and subordinate employees.
13. Ability to multi-task.
14. Ability to organize files and work projects.
15. Ability to work with little or no supervision.
16. Ability to direct the work of others and ensure departmental projects and duties are accurately completed within designated and required time frames.
17. Ability to pay attention to detail when completing reports.
18. Ability to work independently and exercise judgment to make prudent decisions.
19. Ability to lift and carry moderately heavy items and boxes; ability to stand for extended periods of time while working at the probate counter
20. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. An associate's degree from an accredited community college is preferred.
3. A minimum of five years of professional work experience in an attorney's office or comparable legal experience.
4. A minimum of three years of experience as a clerk in a probate office, or comparable office, in the public sector; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
5. Possess a current and valid driver's license.
6. Ability to attend courses and obtain certifications as required.
7. Ability to work "on call" and during extended and non-traditional hours.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping,

stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

COOSA COUNTY

JOB DESCRIPTION

Job Title: Chief Clerk

Department: Judge of Probate Office

FLSA:

Grade:

Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Judge of Probate

Subordinate Staff: Chief Recording/Assistant Probate Clerk; License Office Administrator, Licensing Clerks

Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Board and Offices, County Commission Office.

External Contacts: General Public; Attorneys; Computer/IT Consultants; State Comptroller; Departments of Revenue, Human Resources, Mental Health, Veterans Administration, and Archives U.S. and Alabama Elected representatives; Alabama Law Enforcement Agency; Secretary of State's Office, Health Facilities; Financial Institutions; State Auditors; Towns of Rockford, Goodwater, Kellyton; Local Newspaper; Other Media Sources; Abstractors; Alabama Law Institute; Circuit and District Judges' offices; District Attorney's Office, Other Law Enforcement Agencies, Other Probate Offices; Abstractors, Researchers, and any visitors to the Probate and Licensing offices.

Job Summary

Under the direct supervision and direction of the Probate Judge, the employee provides leadership for Probate and Licensing Office personnel and strictly adheres to and enforces standards of conduct and professionalism as identified in State and Judicial ethics guidelines and as established by the Judge of Probate. Employee supervises staff, performs financial and bookkeeping duties to include maintaining multiple accounts and checkbooks as required, accurately tracking funds, and properly disbursing funds in accordance with the Code of Alabama and other governing documents and guidelines. Employee ensures that the office runs effectively and efficiently by managing daily operations and workflow. Employee performs Records/Documents Recording and Research Duties and Issues Licenses. Employee maintains a working knowledge of all aspects of the Probate and Licensing offices. When specifically delegated or directed by the Judge of Probate, employee has authority as allowed by the Code of Alabama § 12-13-14. Employee drafts letters, orders, other legal documents and performs other clerical duties as directed by the Judge of Probate. Employee assigns case numbers, docket and records court cases, calculates and collects fees and maintains case files on all cases before the court, then properly closes and files court cases in compliance with directives, rules, and guidelines. Employee follows and enforces general office safety procedures and other safety procedures applicable to operations. Employee sets a professional example for other employees to follow, conducts all affairs of the office in a courteous and professional manner, and provides positive customer service to all. Employee must have an eye for detail and the ability to minimize errors in work functions and all documents produced or signed in the Probate Offices, especially legal documents related to case files. Employee is responsible for ensuring all Department of Revenue Accounting Guidelines and Minimum Accounting Requirements are met.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Supervision and Management. On a daily basis assists Judge of Probate in the supervision of subordinate employees and performs management responsibilities for the effective and efficient operation of the Probate and Licensing offices. Always striving for process improvement through use of technology and sound leadership and management principles and concepts.

1. Participates in hiring of personnel, performance appraisals, and considers leave requests and maintains projected leave schedules.
2. Enforces compliance and adherence to dress and appearance, quality, and behavior standards.
3. Maintains leave/work schedules to ensure adequate staffing.
4. Ensures compliance with Code of Alabama, Ethics Commission and Judicial ethics as applicable to staff personnel.
5. Ensures staff compliance with state and locally established policies, procedures, guidelines.
6. Manages daily functions of the office to ensure timely completion of tasks, assignments, and all office-related functions.
7. Establishes priorities and communicates priorities to employees.
8. Assigns tasks to employees.
9. Indoctrinates and trains new employees.
10. Trains employees for cross-utilization between the offices when necessary to ensure adequate coverage and customer support/service.
11. Corrects performance; consults with the Judge of Probate as necessary.
12. Communicates with and accurately conveys information with and among the Judge and employees.
13. Promptly responds to questions and solves problems related to office functions and subordinate workers.
14. Initiates processes and procedures on behalf of the Judge.
15. Ensures strict compliance with Department of Revenue Minimum Accounting Requirements.
16. Manages all funds processes.
17. Creates, updates, and builds continuity books, help sheets, and guidelines for most functions of the job as directed by the Judge of Probate.
18. Conducts and documents (as a minimum) annual reviews of all policies and procedures, guidelines, and schedule of fees.
19. Uses technology to provide for better record keeping, verification, tracking of suspenses and tasks, effectiveness, and efficiency of the offices.
20. Assists Recording/Assistant Probate Clerk to maintain office supply inventory; orders items as needed.
21. Ensures that computers and office equipment are functional; contacts vendors.
22. Helps develop computer security procedures, enforces and monitors computer security and technology protection policies and procedures.

23. Attends meetings, training sessions, conferences, and community-related functions to represent the Probate Offices as directed by the Judge of Probate.
24. Maintains continued judicial education hours as required.
25. Responsible for establishing and maintaining Financial Policy and Procedures, Guidance, and Help Sheets.
26. Assists with Establishing and maintaining Probate, Recording and Licensing offices' Files Plans and office guidance; to ensure compliance with Department of Archives, other state and federal codes and guidelines.
27. Keeps Probate Judge informed on operations and important/major issues pertinent to office operations.
28. Responsible for ensuring safe office operating practices are adhered to, correcting safety deficiencies, briefing subordinates regarding safety policies and practices, reporting unsafe building/facility conditions to the Judge of Probate and the County Commission.

ESSENTIAL FUNCTION: Probate Court Management. Serves as the Chief Clerk of the Probate Office, providing services and representing the Judge of Probate when the judge is absent.

1. Serves in the official capacity as Chief Clerk of the Probate Office.
2. Serves in the role as judge in the absence of the Judge of Probate as authorized in the *Code of Alabama § 12-13-14*.
3. Establishes a case number and docket each case.
4. Compares each case file received against appropriate checklist and completes checklist.
5. Reviews case documents for accuracy and completeness and establishes a probate file.
6. Calculates and collects filing fees in accordance with *Code of Alabama § 12-19-90 and 45-19-series*.
7. Prepares orders, statements, citations, subpoenas, and notices; presents to the Judge; and when authorized signs those documents in the absence of the Judge of Probate.
8. Verifies accuracy and completeness of each file/case.
9. Coordinates with attorneys and other courts as required to obtain complete and accurate case documents, to transfer case files to other courts when appropriate, and to prepare briefs when necessary.
10. Establishes and schedules hearings; prepares docket.
11. Signs uncontested orders in absence of the Judge.
12. Copies files and maintains court records; secures confidential and sealed documents.
13. Responds to questions and requests; serves as a resource for information about probate matters.
14. Maintains confidentiality.

15. Maintains Electronic Databases: Ensures all actions are electronically recorded, docketed and annotated in compliance with the Code of Alabama, Rules of the Court, and Rules of Evidence.
16. If absent, upon return to duty reviews all case files docketed by the Chief Recording/Assistant Probate Clerk to ensure completeness, proper documentation, and compliance with the Code of Alabama, Rules of the Court, Rules of Evidence, and other requirements as may be levied from a superior court.
17. Responsible for establishing, updating, and completing checklist for all Probate Court case types, filing completed checklists in appropriate case file.
18. Performs other duties as directed by the Judge of Probate.
- 19.

ESSENTIAL FUNCTION: Audit and Finance. Accurately manages fiscal matters for the Probate Office in accordance with all Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines as well as generally accepted bookkeeping practices. Prepares for and participates in audits.

1. Manages finances associated with probate and licensing offices' functions.
2. Ensures accuracy in all financial matters.
3. Conducts daily re-cap of all Probate Office actions.
4. Verifies accuracy of all vehicle tag, boat license, driver license, business license, conservation, mobile home, recording and all other transactions performed in the Probate and Licenses offices.
5. Accounts for funds and credits received; ensures total security of funds.
6. Reconciles, balances, and verifies all daily transactions in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines and other directives as applicable.
7. Watches/Verifies end-of-day countdown of other clerks' cash drawers.
8. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
9. Verifies/certifies subordinate's proposed void transactions prior to allowing the transaction, properly documents/annotates the action.
10. Maintains electronic (and paper when required) files, records, and copies.
11. Establishes and maintains records needed for reports required by the State Comptroller, Department of Revenue, and Auditors.
12. Provides records for Coosa County Commission audits and meets with auditors as directed by the Judge of Probate.
13. Conducts bookkeeping functions.
14. Ensures accuracy and proper coding of all transactions in the electronic cashbook.
15. Maintains current and accurate records of each fund.
16. Conducts bank reconciliations and monthly cashbook reconciliations.

17. Prepares and distributes all monthly disbursements and fee declarations to comply with all deadlines.
18. Prepares and submits reports for the State Treasurer and other agencies as required.
19. Ensures daily bank deposits of all funds received by the Probate and Licensing offices.
20. Ensures funds are secured in the vault at the end of the day or when a bank deposit cannot be made.

ESSENTIAL FUNCTION: Legal Documents. Establishes and maintains files and documents to support the functions of the Probate Court and Probate Office in general.

1. Works with the Judge of Probate to establish and maintain legal documents and records in paper, electronic, or both formats as required.
2. Maintains all legal documents of the Probate Office and Probate Court.
3. Promptly scans all required case file documents into the electronic probate recording system.
4. Maintains hardcopy and electronic records of non-court documents/files as appropriate and required.
5. Maintains secure and sealed documents as appropriate, ensures records are accessed only by proper court order.
6. When applicable, secures case files and other documents in the vault.
7. Determines and ensures proper level of security necessary for documents.
8. Ensures accuracy and completeness of all documents and files.
9. Ensures timely recording and docketing of all documents/files related to probate court.
10. Works directly with the Judge to complete documents and orders.
11. Drafts letters, orders, and decrees and other legal documents related to the Probate Office and Probate Court.
12. Prepares courtroom for hearings.
13. Attends and records hearings, downloads recordings to computer and external media (copy on CD for insertion into appropriate case file and/or on external hard drive for backup).
14. Establishes, organizes, and maintains case files.
15. Determines venue and jurisdiction specific to each case.
16. Develops, maintains, and completes checklists for all case types to ensure completeness.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. In the absence of the Recording/Assistant Probate Clerk, produces reports and completes all actions to reconcile funds, reports, and receipts.

1. Inputs information into the computer programs to enable correct disbursement of funds.

2. Verifies and reconciles boat-related funds/credits, receipts, and reports to ensure accuracy
3. Separates and forwards receipts with reports to meet state requirements.
4. Maintains documentation (hard copy or electronic as applicable) for audits.

ESSENTIAL FUNCTION: Elections. Assists the Judge of Probate and Elections Manager in the conduct of all elections held in the County that fall within the purview of the Probate office.

1. Assists and supports the Judge of Probate and Elections Manager in election functions and cycles.
2. Follows established election processes to meet Code requirements, state and federal regulations and guidelines.
3. Contacts potential polling officials to determine their willingness to work the polls and inform them of job requirements, schedules, and location.
4. Notifies potential polling officials of selection and dates of election school.
5. Updates Elections Database with polling officials' information.
6. Monitors and tracks election calendars, reviews code and regulations to ensure all Probate Office responsibilities are accomplished accurately and timely.
7. Assists with election school; verifies attendance.
8. Processes pay vouchers for polling officials.
9. Assists with verification and posting of election results.
10. Assists with securing documents; maintaining files, and storing required historical documents/files as required by state and federal code, regulations, and guidelines.
11. Acts as Judge of Probate's representative on appointing and/or canvassing boards, teams as required by law or the Probate Judge.
12. Tracks and processes media notifications to ensure payment.

ESSENTIAL FUNCTION: Recording. In the absence of the Chief Recording/Assistant Probate Clerk, accurately records and processes items for probate office filing in accordance with Code of Alabama, Department of Archives, Secretary of State and other practices in either hardcopy or electronic filing or both as is appropriate.

1. Receives notices and documents of items for probate office recording.
2. Indexes all notices and documents.
3. Calculates and verifies costs associated with properties.
4. Calculates taxes associated with deeds and mortgages.
5. Enters data and information into the appropriate computer programs.
6. Provides copies of documents to the public.
7. Collects deed and mortgage taxes.
8. Calculates and collects fees, charges as applicable for all recording and copying.
9. Runs daily reports of transactions.

10. Issues marriage licenses.
11. Records marriage license and prepares and issues marriage certificates.
12. Corrects marriage certificates.
13. Prepares, mails, or e-mails documents as required.

ESSENTIAL FUNCTION: Driver's License and Non-driver Identification Card Renewal. Follows Alabama Law Enforcement and Federal protocols to renew and replace driver's licenses and/or Non-driver Identification Cards.

1. Strictly follows Computer Security protocols and guidelines related to equipment access.
 2. Renews driver licenses/identification cards.
 3. Replaces driver licenses/identification cards.
 4. Responds to customer questions.
 5. Assists in solving problems related to driver licenses/identification cards; refers to other offices or organizations as necessary.
 6. Contacts the Alabama Law Enforcement and Federal agencies as appropriate regarding driver licensing issues.
 7. Verifies accuracy of information contained on driver licenses.
 8. Updates information contained on driver licenses and Voter information as required.
 9. Uses camera and equipment to take photographs.
 10. Determines types of license and status.
- Conducts daily and monthly reports on renewal and replacement of driver licenses

ESSENTIAL FUNCTION: Customer Service. Provides direct customer service in a positive and professional manner.

1. Professionally and promptly greets customers, of the Probate Offices.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary.
3. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
4. Considers and solves problems.
5. Answers multiline phones; transfers calls.
6. Accepts payments; writes receipts; makes copies.
7. Secures monies received.
8. Locates deeds and other records in both paper and electronic files.
9. Obtains and maintains knowledge of all functions of the Probate Recording and Licensing offices in order to assist all clerks in the development of guidelines, standards, and to relieve clerks as needed.

ESSENTIAL FUNCTION: Licensing Department Operations. Performs tasks to support the functions of the Probate Office.

1. Maintains basic understanding of current information, insurance, and knowledge of Licensing laws and regulations and procedures.
2. Performs other duties as assigned by the Judge of Probate.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Through knowledge and understanding of state, county, and federal statutes and laws affecting probate and licensing processes and associated functions.
3. Knowledge of the general principles of accounting.
4. Knowledge of principles of leadership and management.
5. Knowledge of the County Probate Offices' filing system and procedures.
6. Verbal skills to effectively communicate with co-workers, elected officials, and the general public.
7. Computer skills to effectively use office management, word-processing, spreadsheet, and database programs to create documents, manage funds, etc. for effective office operations.
8. Reading skills to read, understand, and explain State acts, federal laws, and guidelines operator manuals, directives, procedures and instructions.
9. Writing skills to compose complex letters to citizens and other governmental agencies and draft court orders, decrees, and other legal documents.
10. Skills to count, reconcile and verify funds and charges, accounts, daily re-caps and monthly bank and cashbook reconciliations.
11. Ability to effectively manage time, funds, and personnel.
12. Ability to effectively lead and supervise employees to gain optimum productivity and efficiency of office operations.
13. Ability to manage a professional office and prioritize work projects for self and subordinate employees.
14. Ability to multi-task.
15. Ability to effectively organize files and work projects.
16. Ability to work independently with little or no supervision.
17. Ability to direct the work of others and ensure departmental projects and duties are accurately completed within designated and required time frames.
18. Ability to pay attention to detail when completing work and ability to work accurately with attention to detail, in an environment with frequent interruptions.

19. Ability to work independently and exercise sound judgment to make prudent decisions.
20. Ability to lift and carry moderately heavy items and boxes; ability to stand for extended periods of time while working at the probate counter.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. An associate's degree from an accredited community college is preferred.
3. A minimum of five years of professional work experience in an attorney's office, probate office, or comparable legal experience.
4. Possess a current and valid driver's license and ability to drive.
5. Ability to attend courses and understand materials to obtain training, certifications, and instruct other office personnel as required.
6. Ability to work "on call" and during extended and non-traditional hours.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

COOSA COUNTY JOB DESCRIPTION

Job Title: License Office Administrator Deputy Clerk
Department: Judge of Probate Office/Coosa County One-Stop License Office
FLSA: Grade:
Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Licensing Administrator and Chief Clerk

Subordinate Staff: Licensing Office Personnel

Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Office, County Commission Office.

External Contacts: General Public; Alabama Departments of Motor Vehicles, Revenue, Conservation, Health, Archives; U.S. and Alabama Elected representatives; Alabama Marine Police; Internal Revenue Service, Alabama Law Enforcement Agency (ALEA); Alabama Forestry Commission, Alabama Association of Rescue Squads; Computer/IT Consultants; State Comptroller; In and Out of State Auto Dealers; Banking/Financial Institutions; Attorneys; and any visitors to the Probate and Licensing offices.

Job Summary

Under the direct supervision of the License Office Administrator and general supervision of the Chief Clerk, the employee strictly adheres to and enforces standards of conduct and professionalism as identified in State and Judicial ethics guidelines and as established by the Judge of Probate. In the absence of the License Office Administrator, employee supervises licensing office staff, performs financial and bookkeeping duties related to the licensing office to include accurately tracking funds in accordance with the Code of Alabama and other governing documents and guidelines, and ensures that the office runs effectively and efficiently. Employee assist License Office Administrator in performing Records/Documents filing and retention in accordance with the Code of Alabama, Departments of Archives, Revenue, and Alabama Law Enforcement Agency. Employee maintains a working knowledge of all aspects of the Licensing Office. Employee drafts letters and other documents and performs other clerical duties as directed by the Judge of Probate. Employee. Employee sets a professional example for other employees to follow, conducts all affairs of the office in a courteous and professional manner, and provides positive customer service to all. Employee follows and, in the absence of the License Office Administrator, enforces general office safety procedures and other safety procedures applicable to operations. Employee must have an eye for detail and the ability to minimize errors in work functions and all documents produced. In the absence of the License Office Administrator, employee is responsible for ensuring all Department of Revenue Accounting Guidelines and Minimum Accounting Requirements as they relate to the Licensing Office are met.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Supervision. In the absence of the License Office Administrator, Employee supervises subordinate employees and performs management responsibilities for the effective and efficient operation of the Licensing Office. Employee ensures proper controls and security of licensing inventories (tags, paper, forms). Employee ensures security of the Licensing Office computers and controls access to the area where controlled items are stored. Employee coordinates with the Chief Clerk to schedule, employees time off to ensure adequate office coverage. Employee interviews potential new employees and works with the Judge of Probate to hire new employees. Employee accomplishes personnel performance appraisals on subordinate employees. Employee always strives for process improvement through use of technology and sound leadership and management concepts and principles.

1. Supervises License Office personnel, including delegation of job functions, time, attendance and scheduling.
2. Assist with performing job evaluations when requested.
3. Assigns tasks to employees.
4. Manages daily operations of the License Office to ensure timely completion of tasks, assignments, and all office-related functions
5. Promptly responds to questions and solves problems related to office functions and subordinate workers.
6. Trains and assists License Clerks in the issuance of all types licenses, tags, and titles issued in the licensing office.
7. Ensures staff compliance with state and locally established policies, procedures, and guidelines.
8. Corrects performance; consults with the Judge of Probate and Chief Clerk as necessary.
9. Communicates with and accurately conveys information with and among the Judge and employees.
10. Ensures strict compliance with Department of Revenue Minimum Accounting Requirements.
11. Uses technology to provide for better tracking of suspenses and tasks, effectiveness, and efficiency of the Licensing Office.
12. Helps develop computer security procedures, enforces and monitors computer security and technology protection policies and procedures.
13. Submits supply requests to Deputy Chief Clerk.

14. Ensures that computers and office equipment are functional; contacts vendors.
15. Attends meetings, training sessions, conferences, and community-related functions to represent the Probate and Licensing Offices as directed by the Judge of Probate.
16. Works with the Deputy Chief Clerk to establish and maintain Licensing Office Files Plans and office guidance; to ensure compliance with Department of Archives, other state and federal codes and guidelines.
17. Complies with Probate and Licensing Office guidelines, policies and procedures, standards of conduct, and county and office safety policies.
18. Responsible for ensuring safe office operating practices are adhered to, correcting safety deficiencies, briefing subordinates regarding safety policies and practices, reporting unsafe building/facility conditions to the Judge of Probate and the County Commission.
19. Responsible for maintaining safe, clean and organized work area and enforcing same on subordinates.
20. Keeps Probate Judge informed on operations and important/major issues pertinent to office operations.
21. Performs other duties as requested by the Judge of Probate.

ESSENTIAL FUNCTION: Audit and Finance. Follows Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines as related to financial responsibilities. Assists with preparation for and participates in audits by providing documents and answering questions. Ensures the transactions and the funds/credits match daily recap sheets and monthly reports as applicable.

1. Ensures accuracy in all financial matters.
2. Collects/verifies funds and receipts.
3. Ensures accuracy of funds collected for all vehicle, boat, business license, mobile home, and conservation licenses and other Licensing Office transactions.
4. Recaps the transactions from the day and ensures funds in drawer matches transactions and receipts.
5. Verifies end-of-day cash drawers and reports match.
6. Accomplishes Daily Recap in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines.
7. Makes deposits as requested.
8. Ensures accuracy and proper coding of all transactions.
9. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
10. Requests supervisor to verify/certify proposed void transactions prior to completing the "Void" transaction, properly documents/annotates the action appropriately.
11. Maintains electronic (and paper when required) files, records, and copies.

12. Works with the Licensing Administrator or Chief Clerk to correct discrepancies and takes actions to prevent future discrepancies.

In the absence of the License Office Administrator: Accurately manages fiscal matters for the Licensing Office in accordance with all Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines. Prepares for and participates in audits by providing documents and answering questions. Ensures the transactions and the funds/credits match daily and monthly reports as applicable.

13. Verifies/certifies subordinate's proposed void transactions prior to allowing the transaction, properly documents/annotates the action.
14. In the absence of the Chief Clerk and Deputy Chief Clerk, ensures funds are secured in the vault at the end of the day or when a bank deposit cannot be made.
15. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
16. Maintains electronic (and paper when required) files, records, and copies.
17. Works with the Chief Clerk or Deputy Chief Clerk to correct discrepancies and takes actions to prevent future discrepancies.
18. Assist with managing all funds processes related to the Licensing Office.
19. Verifies/certifies subordinate's proposed void transactions prior to allowing the transaction, properly documents/annotates the action.

ESSENTIAL FUNCTION: Titles, Automotive, Business, and Mobile Home Licenses. Employee verifies accuracy of documents presented to obtain Tags, Titles, and Licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Motor Vehicles, Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for new tags, titles, licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Issues all instruments pertaining to vehicle registration and tag renewal, title application, business licenses, mobile home licenses and collects all associated fees/taxes.
2. Verifies mandatory liability insurance reinstatement documents are proper, current, and correct.
3. Orders personalized tags; maintains online orders of personalized tags.
4. Processes mandatory liability insurance reinstatement and collects associated fees.
5. Determines the appropriate transfer of current and expired Alabama license tags.
6. Processes new business license and calculates fees for business licenses.
7. Ensures vehicle and mobile home titles are processed correctly.

8. Processes mobile home titles, refers customers to Revenue commissioner for collection of sales taxes, files documentation from Revenue Commissioner verifying sales tax was paid.
9. Ensures security of controlled tags, paper, forms and decals.
10. Maintains and controls Handicap/Disability records/placards/tags; issues placards/tags.
11. Calculates purchase price of vehicles for determining the proper collection of use tax from licensed dealer sales.
12. Calculates purchase price of a vehicle for the determining proper collection of casual sales tax.
13. Ensures proper security of all controlled inventory and assets.
14. Produces reports of transactions as applicable.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. Employee receives applications for and issues hunting, fishing, and boating licenses. Employee verifies accuracy of documents presented and to obtain licenses. Employee verifies accuracy of documents presented to obtain applicable licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Conservation, Department of Fish and Game, and Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Prepares and sells boat registration/renewal/license.
2. Reviews documents to ensure proper fees/taxes are collected.
3. Renews "AL" numbers and issues new decals for previous customers with boats.
4. Enters data into the computer system regarding boat purchases and licenses.
5. Provides receipts, registration/license, and boat decals to applicants.
6. Ensures customers receive proper Department of Conservation and Department of Fish and Game license.
7. Collects fees; issues receipts.
8. Reconciles and balances monies with receipts.
9. Uses the computer to generate reports on a daily and monthly basis.
10. Corrects and updates data in the computer system.
11. Ensures accuracy in the recording of data and information.

ESSENTIAL FUNCTION: Special Records. Employee maintains/archives supporting documents (hard copy or electronic as appropriate) for all special licenses, decals, placards for Department of Revenue, Department of Motor Vehicles, Department of Conservation, Auditors and/or other agencies as required.

1. Reviews/verifies Social Security Administration documentation for accuracy and completeness for Disabled Fishing License before issuing license; files documentation as required.
2. Reviews/verifies Veterans Administration documentation to ensure eligibility for Military Appreciation Disabled License before issuing license; files documentation as required.
3. Reviews/verifies school documents, another state's documents, student identification, and/or other documentation for accuracy and completeness for Student Conservation License before issuing license; files documentation as required.
4. Reviews/verifies, birth certificates, Social Security Administration Account card, parent's proof of residency, parent's driver license accuracy and completeness for Lifetime Conservation License for individuals under the age of 16 years before issuing license; files documentation as required.
5. Reviews/verifies physician's documentation to ensure applicant's eligibility for Handicap Placard and/or Disabled License Plate before issuing the placard and/or license plate; files documentation as required.

ESSENTIAL FUNCTION: Customer Service. Provides direct customer service in a prompt, positive and professional manner.

1. Professionally greets customers, of the Licensing Office.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary.
3. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
4. Considers and solves problems.
5. Answers multiline phones; transfers calls.
6. Accepts payments; issues receipts; makes copies.
7. Obtains and maintains knowledge of all functions of the Licensing Office in order to create and assist clerks in the development of guidelines, standards as needed.

ESSENTIAL FUNCTION: Inventory. Employee maintains office and tag inventory and ensures motor vehicle displays and inventory match current state designs and requirements.

1. Assist Licensing Administrator with licensing orders and supplies.
2. Helps ensure boating decal inventory is correct and properly secured.

3. Helps ensure all packaging is correct, box numbers are correct and properly accounted, and inventory is accurate.
4. If discrepancies are discovered, immediately brings to the attention of the Licensing Administrator or supervisor.
5. Assists with boxing, securing, and storing outdated/rescinded license plates for audit purposes.
6. Helps ensure limited access to area and security of controlled licensing inventory/products and general office products.

In the Absence of the License Administrator:

7. Orders licensing supplies from the State.
8. Receipts for licensing supplies when received in accordance with Department of Revenue and other state directives/guidelines.
9. Ensures boating decal inventory is correct and properly secured.
10. Receives inventory from state.
11. Ensures all packaging is correct, box numbers are correct and properly accounted, and inventory is accurate.
12. If discrepancies exist between the order and delivery, immediately coordinates with applicable state agencies to resolve issues.
13. Updates inventory in computers (state and office databases) as applicable and properly organizes and secures inventory.
14. Boxes outdated/rescinded license plates, places in secure storage, updates Database, and maintains items for audit purposes.
15. Maintains inventory of all general office supplies and equipment related to the licensing office.
16. Ensures license plate displays match the current license plates available and in inventory.
17. Ensures limited access to area and strict security/accountability for all controlled licensing inventory/products.

ESSENTIAL FUNCTION: General Office Responsibilities. The employee ensures operations of the office are maintained.

1. Maintains a clean, safe and organized work area.
2. Complies with computer security guidelines.
3. Complies with Probate and Licensing Office guidelines, policies and procedures, standards of conduct, and county and office safety policies.
4. Assist with creating, updating, and building continuity books, help sheets, and guidelines for Licensing Office functions as directed by the License Office Administrator and Judge of Probate
5. Maintains filing system.
6. Sends faxes.
7. Provides notary service.
8. Receives mail.
9. Processes mail outs.

10. Ensures mail is returned if there are errors.
11. Performs other duties as assigned by the Judge of Probate.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. *Knowledge of Alabama state laws pertaining to licensing, registration, and titling.
4. *Knowledge of County tax districts.
5. *Knowledge of Soldiers and Sailors Civil Relief Act as it applies to Office operations.
6. *Knowledge of basic immigration laws as they apply to Office operations.
7. *Knowledge of the Mandatory Liability Insurance law as it applies to Office operations.
8. Knowledge of general office procedures and filing systems.
9. Knowledge of basic bookkeeping/accounting procedures.
10. Knowledge of safety rules including accident causation and prevention.
11. Reading skills to comprehend laws, directives, procedures and instructions.
12. Verbal skills to communicate effectively with supervisor, co-workers, and public in person or over the telephone.
13. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
14. Math skills to perform basic accounting calculations and collect taxes.
15. Bookkeeping skills to handle multiple accounts.
16. *Ability to supervise others and provide clear instructions.
17. Ability to efficiently organize and manage daily office operations.
18. Ability to operate standard office equipment (computers, fax machines, copiers, etc.).
19. Ability to use computers and office productivity software (spreadsheets, word processing, etc.).
20. Ability to keep records and make accurate reports.
21. Ability to handle money, checks, and credit card receipts.
22. Ability to use a multiline telephone.
23. Ability to explain laws and rules to customers.
24. Ability to deal with all contacts in a courteous and patient manner.
25. Ability to work under stressful and time constraint situations.
26. Ability to develop and accomplish goals and objectives as needed to accomplish work assignments.
27. Ability to work independently with a minimum of supervision.
28. Ability to readily learn new processes and procedures.
29. Ability multi-task; organize and prioritize responsibilities.
30. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Some college education preferred.
3. Two years of work experience as a clerk; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
4. Possess a current, valid driver's license.
5. Ability to be bonded.
6. Ability to become a notary.
7. Ability to attend continuing education courses.
8. Ability to maintain County insurability.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

COOSA COUNTY

JOB DESCRIPTION

Job Title: Chief Recording/Assistant Probate Clerk and Elections Manager

Department: Judge of Probate Office

FLSA:

Grade:

Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chief Clerk

Subordinate Staff: None

Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Board and Offices, County Commission Office.

External Contacts: General Public; Attorneys; Computer/IT Consultants; State Comptroller; Departments of Revenue, Human Resources, Mental Health, Veterans Administration, and Archives; Alabama Law Enforcement Agency; Secretary of State's Office, U.S. and Alabama Elected representatives; Health Facilities; Financial Institutions; State Auditors; Towns of Rockford, Goodwater, Kellyton; Local Newspaper; Other Media Sources; Abstractors; Alabama Law Institute; Circuit and District Judges' offices; District Attorney's Office, Other Law Enforcement Agencies, Other Probate Offices; Financial Institutions, Information Technology Consultants and Providers, Abstractors, Researchers, and any visitors to the Probate and Licensing offices.

Job Summary

Under the direct supervision of the Probate Judge and general supervision of the Chief Clerk, the employee helps guide Probate and Licensing Office personnel and enforces standards of conduct and professionalism as identified in State and Judicial ethics guidelines and as established by the Judge of Probate. Employee assists the Chief Clerk in performing financial and bookkeeping duties to include maintaining multiple accounts and checkbooks as required, accurately tracking funds, and properly disbursing funds in accordance with the Code of Alabama and other governing documents and guidelines. Employee assists the Judge of Probate and Chief Clerk to ensure the office runs effectively and efficiently by assisting with the management of daily operations and workflow. In the absence of the Chief Clerk, employee supervises staff. Employee performs Document Recording and Research Duties and Issues Licenses. At the specific direction of the Probate Judge, employee signs legal documents not prohibited by law. Employee maintains an extensive knowledge of all aspects of the Probate and Licensing offices. Employee assists with financial and bookkeeping duties, provides services for customers, and assists the chief clerk and Judge of Probate to ensure the office runs effectively and efficiently. Employee sets a professional example, conducts all affairs of the office in a courteous and professional manner, and provides positive customer service to all who enter the Probate Offices. Employee follows and enforces general office safety procedures and other safety procedures applicable to operations. Employee must have an eye for detail and the ability to minimize errors in work functions and all documents produced in the Probate Offices. Employee assists with ensuring all Department of Revenue Accounting Guidelines and Minimum Accounting Requirements are met. In the absence of the Chief Clerk, Employee initially assigns case numbers, docketed and records court cases, calculates and collects fees for emergency and/or time sensitive cases and other probate related functions as directed by the Judge of Probate.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Supervision and Management. On a daily basis assists with, and in the absence of the Chief Clerk, supervises subordinate employees and performs management responsibilities for the effective and efficient operation of the Probate and Licensing offices. Responsible for establishing and providing training and guidance to other employees to ensure adherence to the Probate and Licensing offices Files Plans. Always striving for process improvement through use of technology and sound leadership and management principles and concepts.

1. Participates in performance appraisals and hiring of personnel as requested by the Judge of Probate; considers leave requests when appropriate and updates projected leave schedules.
2. Enforces compliance and adherence to dress and appearance, quality, and behavior standards.
3. Maintains leave/work schedules to ensure adequate staffing.
4. Ensures compliance with Code of Alabama, Ethics Commission and Judicial ethics as applicable to staff personnel.
5. Ensures staff compliance with state and locally established policies, procedures, guidelines.
6. Manages daily functions of the office to ensure timely completion of tasks, assignments, and all office-related functions.
7. Establishes priorities and communicates priorities to employees.
8. Assigns tasks to employees and monitors progress to ensure timely accomplishment
9. Indoctrinates and trains new employees.
10. Trains employees for cross-utilization between the offices when necessary to ensure adequate coverage and customer support.
11. Corrects performance; consults with the Judge of Probate as necessary.
12. Communicates with and accurately conveys information with and among the Judge and employees.
13. Responds to questions and solves problems.
14. Initiates processes and procedures on behalf of the Judge.
15. Ensures strict compliance with Department of Revenue Minimum Accounting Requirements.
16. Assists Chief Clerk in managing funds processing.
17. Creates, updates, and builds continuity books, help sheets, and guidelines for most functions of the job as directed by the Judge of Probate.
18. Assists Chief Clerk in conducting and documenting (as a minimum) annual reviews of all policies and procedures, guidelines, and schedule of fees.
19. Uses technology to provide for better record keeping, verification, tracking of suspenses and tasks, effectiveness, and efficiency of the offices.
20. Maintains office supply inventory; orders items as needed.
21. Ensures that computers and office equipment are functional; contacts vendors.
22. Helps develop computer security procedures, enforces and monitors computer security and technology protection policies and procedures.

23. Attends meetings, training sessions, and community-related functions to represent the Probate Offices as directed by the Judge of Probate.
24. Establishes and maintains Probate and Recording Office Files Plan and office guidance; assists Licensing Office in establishing and maintaining files plan; to ensure compliance with Department of Archives, other state and federal codes and guidelines.
25. Keeps Probate Judge and Chief Clerk informed on operations and important/major issues pertinent to office operations.
26. Responsible for ensuring safe office operating practices are adhered to, correcting safety deficiencies, briefing subordinates regarding safety policies and practices, reporting unsafe building/facility conditions to the Judge of Probate and the County Commission.
27. Responsible for maintaining safe, clean and organized work area and enforcing same on subordinates.

ESSENTIAL FUNCTION: Probate Management. Assists Chief Clerk and Judge of Probate, and in the absence of the Chief Clerk provides services and represents the Judge of Probate to the extent allowable by law.

1. Establishes a case number and docket cases.
2. Reviews documents for required items and establishes a probate file.
3. Calculates and collects filing fees in accordance with *Code of Alabama §12-19-90 and 45-19-series*.
4. Verifies accuracy and completeness of each file/case.
5. Establishes and schedules hearings; prepares docket.
6. Copies files and maintains records; secures confidential and sealed documents.
7. Responds to questions and requests; serves as a resource for information about probate matters.
8. Maintains confidentiality.
9. Performs other duties as directed by the Judge of Probate.
10. Updates Electronic Database with all actions in compliance with the Code of Alabama, Rules of the Court, and Rules of Evidence.

ESSENTIAL FUNCTION: Audit and Finance. Assist with, and in the absence of the Chief Clerk, accurately manages fiscal matters for the Probate Office in accordance with all Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines as well as generally accepted bookkeeping practices. Prepares for and participates in audits.

1. Manages finances associated with probate and licensing offices' functions.
2. Ensures accuracy in all financial matters.
3. Conducts daily re-cap of all Probate Office actions.
4. Verifies accuracy of all vehicle tag, boat license, driver license, business license, conservation, mobile home, recording and all other transactions performed in the Probate and Licenses offices.

5. Accounts for funds and credits received; ensures total security of funds.
6. Reconciles, balances, and verifies all daily transactions in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines.
7. Watches/Verifies end-of-day countdown of each clerk's cash drawer.
8. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
9. Verifies/certifies subordinate's proposed void transactions prior to allowing the transaction, properly documents/annotates the action.
10. Maintains electronic (and paper when required) files, records, and copies.
11. Establishes and maintains records needed for reports required by the State Comptroller, Department of Revenue, and Auditors.
12. Provides records for Coosa County Commission audits and meets with auditors as directed by the Judge of Probate.
13. Conducts bookkeeping functions.
14. Ensures accuracy and proper coding of all transactions in the electronic cashbook.
15. Maintains accurate records of each fund.
16. Conducts bank reconciliations and monthly cashbook reconciliations.
17. Prepares and distributes all monthly disbursements and fee declarations to comply with all deadlines.
18. Ensures daily bank deposits of all funds received.
19. Prepares and submits reports for the State Treasurer and other agencies as required.
20. Ensures funds are secured in the vault at the end of the day or when a bank deposit cannot be made.

ESSENTIAL FUNCTION: Recording. Accurately records and processes items for probate filing in accordance with prescribed practices either in hardcopy or electronic filing as is appropriate.

1. Receives notices and documents of items for probate office recording.
2. Indexes all notices and documents.
3. Calculates and verifies costs associated with properties.
4. Calculates taxes associated with deeds and mortgages.
5. Enters data and information into the computer program.
6. Provides copies of documents to the public.
7. Collects deed and mortgage taxes.
8. Calculates and collects fees, charges as applicable for all recording and copying.
9. Writes and issues receipts.
10. Runs daily reports of transactions.
11. Secures monies received.
12. Operates computers, printers, cash machine, fax machines, multi-line phones, and other office machines and equipment.

13. Issues marriage licenses.
14. Records marriage license and prepares and issues marriage certificates.
15. Corrects marriage certificates.
16. Prepares, mails, or e-mails documents as required.

ESSENTIAL FUNCTION: Driver's License and Non-driver Identification Card Renewal. Follows Alabama Law Enforcement and Federal protocols to renew and replace driver's licenses and/or Non-driver Identification Cards.

1. Strictly follows Computer Security protocols and guidelines related to equipment access.
2. Renews driver licenses/identification cards.
3. Replaces driver licenses/identification cards.
4. Responds to customer questions.
5. Assists in solving problems related to driver licenses/identification cards; refers to other offices or organizations as necessary.
6. Contacts the **Alabama Law Enforcement and Federal agencies as appropriate** regarding driver licensing issues.
7. Verifies accuracy of information contained on driver licenses.
8. Updates information contained on driver licenses and Voter information as required.
9. Uses camera and equipment to take photographs.
10. Determines types of license and status.
11. Conducts daily and monthly reports on renewal and replacement of driver licenses.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. Produces reports and completes all actions to reconcile funds, reports and receipts.

1. Inputs information into the computer programs to enable correct disbursement of funds.
2. Verifies and reconciles boat-related funds/credits, receipts, and reports to ensure accuracy.
3. Separates and forwards receipts with reports to meet state requirements.
4. Maintains documentation (hard copy or electronic as applicable) for audits.

ESSENTIAL FUNCTION: Elections. Performs duties as the Elections Manager and assists the Judge of Probate in managing all elections held in the County that fall within the purview of the Probate office.

1. Assists and supports the Judge of Probate in election functions and cycles.
2. Loads, updates, and maintains the Elections Database with current Election and Polling Officials' information.

3. Establishes, maintains, tracks election calendars to ensure all responsibilities of the Probate Offices are accomplished in a responsible and timely manner.
4. Assists Judge of Probate with established election processes in accordance with the Code of Alabama, Federal and State Election Guidelines.
5. Identifies and notifies potential poll workers of selection, job requirements, schedules, and locations of facilities.
6. Assists with election school; verifies attendance.
7. Processes pay vouchers for appointed polling officials.
8. Works to verify election results.
9. Secures documents; maintains files, and stores required historical documents/files as required by state and federal code, regulations, and guidelines.
10. Acts as Judge of Probate's representative on appointing and/or canvassing boards, teams as required by law or the Probate Judge.

ESSENTIAL FUNCTION: Customer Service. Provides services to customers, representing the Probate Office and Coosa County in a positive manner.

1. Professionally greets customers entering the Probate Offices.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary
3. Answers multi-line phones.
4. Searches for information at the request of customers; makes copies of documents to provide to customers.
5. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
6. Files and stores documents according to established processes.
7. Notarizes documents and records.

ESSENTIAL FUNCTION: Department Operations. Performs tasks to support the functions of the Probate Office.

1. Fills in for licensing clerks as needed.
2. Maintains current information, insurance, and knowledge of licensing laws.
3. Attends classes and courses.
4. Orders, stores, maintains all office supply items to support office functions.
5. Trouble-shoots equipment and identifies computer problems.
6. Contacts service professionals for computer repairs.
7. Performs other duties as assigned by the Judge of Probate.

Knowledge, Skills and Abilities (* Can be acquired on the job)

1. *Thorough knowledge of County and Probate Offices' rules, regulations, policies, procedures, and guidelines.
2. *Thorough knowledge and understanding of the roles and functions and of the County Probate and Licensing Offices.
3. *Knowledge and understanding of state, county, and federal statutes and laws affecting probate and licensing processes and associated functions.
4. Computer skills to effectively use office management, word-processing, spreadsheet, and database programs to create documents, manage funds, etc. for effective office operations.
5. Reading skills to read, understand, and explain State acts, federal laws, and guidelines, operator manuals, directives, procedures and instructions.
6. Verbal skills to communicate effectively with supervisors, co-workers and general public.
7. Writing skills to clearly and neatly complete routine forms and records.
8. *Skills to accurately project budgets and reconcile accounts.
9. Skills to count, reconcile and verify monies, accounts, daily re-caps and monthly bank and cashbook reconciliations.
10. Skills to utilize a full array of office equipment including computers, multi-line phones, printers, and fax machines.
11. Ability to effectively manage time, funds, and personnel.
12. Ability to check for and resolve computer functioning problems.
13. Ability to lift and carry moderately heavy items and boxes.
14. Ability to work accurately with attention to detail, in an environment with frequent interruptions.
15. Ability to direct the work of others and ensure projects and duties are accurately completed within designated and required time frames.
16. Ability to assist with the management of a professional office and prioritize work projects for self and other employees.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Completion of college-level courses in office management is preferred.
3. Three years of work experience in office setting is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
4. Ability to become a Notary Public within a designated period of time.
5. Possess a current and valid driver's license and ability to drive.
6. Ability to attend courses and understand materials to complete required training or certifications; instruct other office personnel; overnight travel.
7. Ability to pass a pre-employment background check.
8. Ability to work "on call" and during extended and non-traditional hours.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

COOSA COUNTY JOB DESCRIPTION

Job Title: License Office Administrator
Department: Judge of Probate Office/Coosa County One-Stop License Office
FLSA: Grade:
Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Probate Judge and Chief Clerk
Subordinate Staff: All Licensing Office Personnel
Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Office, County Commission Office.
External Contacts: General Public; Alabama Departments of Motor Vehicles, Revenue, Conservation, Health, Archives; U.S. and Alabama Elected representatives; Alabama Marine Police; Internal Revenue Service, Alabama Law Enforcement Agency (ALEA); Alabama Forestry Commission, Alabama Association of Rescue Squads; Computer/IT Consultants; State Comptroller; In and Out of State Auto Dealers; Banking/Financial Institutions; Attorneys; and any visitors to the Probate and Licensing offices.

Job Summary

Under the direct supervision of the Probate Judge and general supervision of the Chief Clerk, the employee provides leadership for Licensing Office personnel and strictly adheres to and enforces standards of conduct and professionalism as identified in State and Judicial ethics guidelines and as established by the Judge of Probate. Employee supervises licensing office staff, performs financial and bookkeeping duties related to the licensing office to include accurately tracking funds in accordance with the Code of Alabama and other governing documents and guidelines, and ensures that the office runs effectively and efficiently. Employee performs Records/Documents filing and retention in accordance with the Code of Alabama, Departments of Archives, Revenue, and Alabama Law Enforcement Agency. Employee maintains a working knowledge of all aspects of the Licensing Office. Employee drafts letters and other documents and performs other clerical duties as directed by the Judge of Probate. Employee. Employee sets a professional example for other employees to follow, conducts all affairs of the office in a courteous and professional manner, and provides positive customer service to all. Employee follows and enforces general office safety procedures and other safety procedures applicable to operations. Employee must have an eye for detail and the ability to minimize errors in work functions and all documents produced. Employee is responsible for ensuring all Department of Revenue Accounting Guidelines and Minimum Accounting Requirements as they relate to the Licensing Office are met.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Supervision. On a daily basis Employee supervises subordinate employees and performs management responsibilities for the effective and efficient operation of the Licensing Office. Employee ensures proper controls and security of licensing inventories (tags, paper, forms). Employee ensures security of the Licensing Office computers and controls access to the area where controlled items are stored. Employee coordinates with the Chief Clerk to schedule employees time off to ensure adequate office coverage. Employee interviews potential new employees and works with the Judge of Probate to hire new employees. Employee accomplishes personnel performance appraisals on subordinate employees. Employee always strives for process improvement through use of technology and sound leadership and management concepts and principles.

1. Supervises all License Office personnel, including delegation of job functions, time, attendance and scheduling.
2. Performs job evaluations.
3. Assigns tasks to employees.
4. Manages daily operations of the License Office to ensure timely completion of tasks, assignments, and all office-related functions
5. Promptly responds to questions and solves problems related to office functions and subordinate workers.
6. Trains and assists License Clerks in the issuance of all types licenses, tags, and titles issued in the licensing office.
7. Ensures staff compliance with state and locally established policies, procedures, and guidelines.
8. Indoctrinates and trains new employees.
9. Trains employees for cross-utilization between the offices when necessary to ensure adequate customer support and coverage.
10. Corrects performance; consults with the Judge of Probate and Chief Clerk as necessary.
11. Communicates with and accurately conveys information with and among the Judge and employees.
12. Ensures strict compliance with Department of Revenue Minimum Accounting Requirements.
13. Manages all funds processes related to the Licensing Office.
14. Creates, updates, and builds continuity books, help sheets, and guidelines for most functions of the job as directed by the Judge of Probate.

15. Uses technology to provide for better tracking of suspenses and tasks, effectiveness, and efficiency of the Licensing Office.
16. Helps develop computer security procedures, enforces and monitors computer security and technology protection policies and procedures.
17. Submits supply requests to Chief Recording/Assistant Probate Clerk.
18. Ensures that computers and office equipment are functional; contacts vendors.
19. Attends meetings, training sessions, conferences, and community-related functions to represent the Probate and Licensing Offices as directed by the Judge of Probate.
20. Works with the Recording/Assistant Probate Clerk to establish and maintain Licensing Office Files Plans and office guidance; to ensure compliance with Department of Archives, other state and federal codes and guidelines.
21. Interviews applicants with Probate Judge and Chief Clerk.
22. Complies with Probate and Licensing Office guidelines, policies and procedures, standards of conduct, and county and office safety policies.
23. Responsible for ensuring safe office operating practices are adhered to, correcting safety deficiencies, briefing subordinates regarding safety policies and practices, reporting unsafe building/facility conditions to the Judge of Probate and the County Commission.
24. Responsible for maintaining safe, clean and organized work area and enforcing same on subordinates.
25. Keeps Probate Judge informed on operations and important/major issues pertinent to office operations.
26. Performs other duties as requested by the Judge of Probate.

ESSENTIAL FUNCTION: Audit and Finance. Accurately manages fiscal matters for the Licensing Office in accordance with all Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines. Prepares for and participates in audits by providing documents and answering questions. Ensures the transactions and the funds/credits match daily and monthly reports as applicable.

1. Ensures accuracy in all financial matters.
2. Collects/verifies funds and receipts.
3. Verifies accuracy of all vehicle tag, boat, business license, conservation and any other transactions.
4. Audits transactions from the day and ensures tag numbers line up and proper amount of money was collected.
5. Recaps the transactions from the day and ensures money in drawer matches transactions and receipts.
6. Watches/Verifies end-of-day countdown of clerks' cash drawers.
7. Ensures Daily Recap is accomplished in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines.

8. Makes deposits as requested.
9. Ensures accuracy and proper coding of all transactions.
10. Verifies/certifies subordinate's proposed void transactions prior to allowing the transaction, properly documents/annotates the action.
11. In the absence of the Chief Clerk and Chief Recording/Assistant Probate Clerk, ensures funds are secured in the vault at the end of the day or when a bank deposit cannot be made.
12. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
13. Maintains electronic (and paper when required) files, records, and copies.
14. Works with the Chief Clerk and/or Chief Recording/Assistant Probate Clerk to correct discrepancies and takes actions to prevent future discrepancies.

ESSENTIAL FUNCTION: Titles, Automotive, Business, and Mobile Home Licenses. Employee verifies accuracy of documents presented to obtain Tags, Titles, and Licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Motor Vehicles, Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for new tags, titles, licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Issues all instruments pertaining to vehicle registration and tag renewal, title application, business licenses, mobile home licenses and collects all associated fees/taxes.
2. Verifies mandatory liability insurance reinstatement documents are proper, current, and correct.
3. Orders personalized tags; maintains online orders of personalized tags.
4. Processes mandatory liability insurance reinstatement and collects associated fees.
5. Determines the appropriate transfer of current and expired Alabama license tags.
6. Processes new business license and calculates fees for business licenses.
7. Ensures vehicle and mobile home titles are processed correctly.
8. Processes mobile home titles, refers customers to Revenue commissioner for collection of sales taxes, files documentation from Revenue Commissioner verifying sales tax was paid.
9. Ensures security of controlled tags, paper, forms and decals.
10. Maintains and controls Handicap/Disability records/placards/tags; issues placards/tags.
11. Calculates purchase price of vehicles for determining the proper collection of use tax from licensed dealer sales.
12. Calculates purchase price of a vehicle for the determining proper collection of casual sales tax.

13. Ensures proper security of all controlled inventory and assets.
14. Produces reports of transactions as applicable.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. Employee receives applications for and issues hunting, fishing, and boating licenses. Employee verifies accuracy of documents presented and to obtain licenses. Employee verifies accuracy of documents presented to obtain applicable licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Conservation, Department of Fish and Game, and Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Prepares and sells boat registration/renewal/license.
2. Reviews documents to ensure proper fees/taxes are collected.
3. Renews "AL" numbers and issues new decals for previous customers with boats.
4. Enters data into the computer system regarding boat purchases and licenses.
5. Provides receipts, registration/license, and boat decals to applicants.
6. Ensures customers receive proper Department of Conservation and Department of Fish and Game license.
7. Collects fees; issues receipts.
8. Reconciles and balances monies with receipts.
9. Uses the computer to generate reports on a daily and monthly basis.
10. Corrects and updates data in the computer system.
11. Ensures accuracy in the recording of data and information.

ESSENTIAL FUNCTION: Special Records. Employee maintains/archives supporting documents (hard copy or electronic as appropriate) for all special licenses, decals, placards for Department of Revenue, Department of Motor Vehicles, Department of Conservation, Auditors and/or other agencies as required.

1. Reviews/verifies Social Security Administration documentation for accuracy and completeness for Disabled Fishing License before issuing license; files documentation as required.
2. Reviews/verifies Veterans Administration documentation to ensure eligibility for Military Appreciation Disabled License before issuing license; files documentation as required.
3. Reviews/verifies school documents, another state's documents, student identification, and/or other documentation for accuracy and completeness for Student Conservation License before issuing license; files documentation as required.

4. Reviews/verifies, birth certificates, Social Security Administration Account card, parent's proof of residency, parent's driver license accuracy and completeness for Lifetime Conservation License for individuals under the age of 16 years before issuing license; files documentation as required.
5. Reviews/verifies physician's documentation to ensure applicant's eligibility for Handicap Placard and/or Disabled License Plate before issuing the placard and/or license plate; files documentation as required.

ESSENTIAL FUNCTION: Customer Service. Provides direct customer service in a prompt, positive and professional manner.

1. Professionally greets customers, of the Licensing Office.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary.
3. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
4. Considers and solves problems.
5. Answers multiline phones; transfers calls.
6. Accepts payments; issues receipts; makes copies.
7. Obtains and maintains knowledge of all functions of the Licensing Office in order to create and assist clerks in the development of guidelines, standards as needed.

ESSENTIAL FUNCTION: Inventory. Employee maintains office and tag inventory and ensures motor vehicle displays and inventory match current state designs and requirements.

1. Orders licensing supplies from the State
2. Receipts for licensing supplies when received in accordance with Department of Revenue and other state directives/guidelines.
3. Ensures boating decal inventory is correct and properly secured.
4. Receives inventory from state.
5. Ensures all packaging is correct, box numbers are correct and properly accounted, and inventory is accurate.
6. If discrepancies exist between the order and delivery, immediately coordinates with applicable state agencies to resolve issues.
7. Updates inventory in computers (state and office databases) as applicable and properly organizes and secures inventory.
8. Boxes outdated/rescinded license plates, places in secure storage, updates Database, and maintains items for audit purposes.
9. Maintains inventory of all general office supplies and equipment related to the licensing office.
10. Ensures license plate displays match the current license plates available and in inventory.

11. Ensures limited access to area and strict security/accountability for all controlled licensing inventory/products.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. *Knowledge of Alabama state laws pertaining to licensing, registration, and titling.
4. *Knowledge of County tax districts.
5. *Knowledge of Soldiers and Sailors Civil Relief Act as it applies to Office operations.
6. *Knowledge of basic immigration laws as they apply to Office operations.
7. *Knowledge of the Mandatory Liability Insurance law as it applies to Office operations.
8. Knowledge of general office procedures and filing systems.
9. Knowledge of basic bookkeeping/accounting procedures.
10. Knowledge of safety rules including accident causation and prevention.
11. Reading skills to comprehend laws, directives, procedures and instructions.
12. Verbal skills to communicate effectively with supervisor, co-workers, and public in person or over the telephone.
13. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
14. Math skills to perform basic accounting calculations and collect taxes.
15. Bookkeeping skills to handle multiple accounts.
16. *Ability to supervise others and provide clear instructions.
17. Ability to efficiently organize and manage daily office operations.
18. Ability to operate standard office equipment (computers, fax machines, copiers, etc.).
19. Ability to use computers and office productivity software (spreadsheets, word processing, etc.).
20. Ability to effectively manage time, funds, and personnel to obtain maximum productivity and operations.
21. Ability to keep records and make accurate reports.
22. Ability to handle money, checks, and credit card receipts.
23. Ability to use a multiline telephone.
24. Ability to explain laws and rules to customers.
25. Ability to deal with all contacts in a courteous and patient manner.
26. Ability to work under stressful and time constraint situations.
27. Ability to develop and accomplish goals and objectives as needed to accomplish work assignments.
28. Ability to work independently with a minimum of supervision.
29. Ability to readily learn new processes and procedures.
30. Ability multi-task; organize and prioritize responsibilities.

31. Ability to drive.

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Minimum Qualifications

1. Possess a high school diploma or GED.
2. Some college education preferred.
3. Two years of work experience as a clerk; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
4. Possess a current, valid driver's license.
5. Ability to be bonded.
6. Ability to become a notary.
7. Ability to attend continuing education courses.
8. Ability to maintain County insurability.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

COOSA COUNTY

JOB DESCRIPTION

Job Title: Licensing Clerk

Department: Judge of Probate Office/Coosa County One-Stop License Office

FLSA: Grade:

Job Description Prepared: March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: License Office Administrator

Subordinate Staff: None

Other Internal Contacts: Revenue Commissioner's Office; Board of Registrars; Sheriff's Office, Circuit Clerk's Office, Emergency Management Officials, E-9-1-1 Office, County Commission Office.

External Contacts: General Public; Alabama Departments of Motor Vehicles, Revenue, Conservation, Health, Archives; U.S. and Alabama Elected representatives; Alabama Marine Police; Internal Revenue Service, Alabama Law Enforcement Agency (ALEA); Alabama Forestry Commission, Alabama Association of Rescue Squads; Computer/IT Consultants; State Comptroller; In and Out of State Auto Dealers; Banking/Financial Institutions; visitors to the Probate and Licensing offices.

Job Summary

Under the direct supervision of the License Office Administrator and general supervision of the Probate Judge and Chief Clerk, the employee performs duties related to the successful operation of the Licensing Office. The employee strictly adheres to and enforces standards of conduct and professionalism as identified in State and Judicial ethics guidelines and as established by the Judge of Probate. The employee processes, issues, and renews licenses for vehicles, boats, mobile homes, businesses, and Department of Conservation. Employee maintains a working knowledge of most aspects of the Licensing Office. The employee handles mail-outs and interacts with customers. The employee prepares and issues receipts. The employee balances cash drawers and accomplishes daily recaps. Employee performs Records/Documents filing as applicable. Employee sets a professional example, conducts all affairs of the office in a courteous and professional manner, and provides positive customer service to all. Employee must have an eye for detail and the ability to minimize errors in all work functions and documents produced. Employee follows general office safety procedures and other safety procedures applicable to operations. The employee also assists with daily office operations and assists with maintaining the inventories of the Licensing Office. Produces reports of transactions as applicable. Occasionally, the employee may be required to perform administrative functions in the Probate and Recording office.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Titles, Automotive, Business, and Mobile Home Licenses. Employee verifies accuracy of documents presented to obtain Tags, Titles, and Licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Motor Vehicles, and Department of Revenue are properly presented and stores/files documentation as required. Employee ensures requests for new tags, titles, licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Issues all instruments pertaining to vehicle registration and tag renewal, title application, business licenses, mobile home licenses and collects all associated fees/taxes.
2. Verifies mandatory liability insurance reinstatement documents are proper, current, and correct.
3. Processes mandatory liability insurance reinstatement and collects associated fees.
4. Orders personalized tags; maintains online orders of personalized tags.
5. Determines the appropriate transfer of current and expired Alabama license tags.
6. Processes new business license and calculates fees for business licenses.
7. Ensures vehicle and mobile home titles are processed correctly.
8. Processes mobile home titles, refers customers to Revenue commissioner for collection of sales taxes, files documentation from Revenue Commissioner verifying sales tax was paid.
9. Ensures security of controlled tags, paper, forms, and decals.
10. Maintains Handicap/Disability records/placards/tags; issues placards/tags.
11. Calculates purchase price of vehicles for determining the proper collection of use tax from licensed dealer sales.
12. Calculates purchase price of a vehicle for the determining proper collection of casual sales tax.
13. Ensures proper security of all controlled inventory and assets.
14. Produces reports of transactions as applicable.

ESSENTIAL FUNCTION: Conservation and Boat Licenses. Employee receives applications for and issues hunting, fishing, and boating licenses. Employee verifies accuracy of documents presented and to obtain licenses. Employee verifies accuracy of documents presented to obtain applicable licenses. Employee verifies that all required documentation in accordance with Federal and Alabama code, Department of Conservation, Department of Fish and Game, and Department of Revenue are properly presented and stores documentation as required. Employee ensures requests for licenses or renewals are fulfilled and processed correctly, timely and proper types of tags, and/or licenses are issued as applicable.

1. Prepares and sells boat registration/renewal/license.
2. Reviews documents to ensure proper fees/taxes are collected.
3. Renews "AL" numbers and issues new decals for previous customers with boats.
4. Enters data into the computer system regarding boat purchases and licenses.
5. Provides receipts, registration/license, and boat decals to applicants.
6. Ensures customers receive proper Department of Conservation and Department of Fish and Game license.
7. Collects fees; writes receipts.
8. Reconciles and balances monies with receipts.
9. Uses the computer to generate reports on a daily and monthly basis.
10. Corrects and updates data in the computer system.
11. Ensures accuracy in the recording of data and information.

ESSENTIAL FUNCTION: Special Records. Employee maintains/archives supporting documents (hard copy or electronic as appropriate) for all special licenses, decals, placards for Department of Revenue, Department of Motor Vehicles, Department of Conservation, Auditors and/or other agencies as required.

1. Reviews/verifies Social Security Administration documentation for accuracy and completeness for Disabled Fishing License before issuing license; files documentation as required.
2. Reviews/verifies Veterans Administration documentation to ensure eligibility for Military Appreciation Disabled License before issuing license; files documentation as required.
3. Reviews/verifies school documents, another state's documents, student identification, and/or other documentation for accuracy and completeness for Student Conservation License before issuing license; files documentation as required.
4. Reviews/verifies, birth certificates, Social Security Administration Account card, parent's proof of residency, parent's driver license accuracy and completeness for Lifetime Conservation License for individuals under the age of 16 years before issuing license; files documentation as required.

5. Reviews/verifies physician's documentation to ensure applicant's eligibility for Handicap Placard and/or Disabled License Plate before issuing the placard and/or license plate; files documentation as required.

ESSENTIAL FUNCTION: Customer Service. Provides direct customer service in a prompt, positive, and professional manner.

1. Professionally greets customers of the Licensing Office.
2. Provides excellent customer service by responding to questions and comments; providing accurate information; referring customers to other individuals or offices as necessary.
3. Responds to customer requests and questions promptly either in person, via telephone or electronic mail.
4. Considers and solves problems.
5. Answers multiline phones; transfers calls.
6. Accepts payments; issues receipts; makes copies.
7. Obtains and maintains knowledge of Licensing Office functions in order to properly service customers.

ESSENTIAL FUNCTION: Audit and Finance. Follows Department of Revenue, State Comptroller, Probate Office Policies, Procedures and Guidelines as related to financial responsibilities. Assists with preparation for and participates in audits by providing documents and answering questions. Ensures the transactions and the funds/credits match daily recap sheets and monthly reports as applicable.

1. Ensures accuracy in all financial matters.
2. Collects/verifies funds and receipts.
3. Ensures accuracy of funds collected for all vehicle, boat, business license, mobile home, and conservation licenses and other Licensing Office transactions.
4. Recaps the transactions from the day and ensures funds in drawer matches transactions and receipts.
5. Verifies end-of-day cash drawers and reports match.
6. Accomplishes Daily Recap in strict accordance with the Department of Revenue Minimum Accounting Requirements and the Coosa County Judge of Probate Policies and Procedures guidelines.
7. Makes deposits as requested.
8. Ensures accuracy and proper coding of all transactions.
9. Identifies and corrects discrepancies, takes immediate action as appropriate in an attempt to prevent future discrepancies.
10. Requests supervisor to verify/certify proposed void transactions prior to completing the "Void" transaction, properly documents/annotates the action appropriately.
11. Maintains electronic (and paper when required) files, records, and copies.

12. Works with the Licensing Administrator or Chief Clerk to correct discrepancies and takes actions to prevent future discrepancies.

ESSENTIAL FUNCTION: Inventory. Employee helps maintain general office and tag inventory and assists with ensuring motor vehicle displays and inventory match current state designs and requirements.

1. Assist Licensing Administrator with licensing orders and supplies.
2. Helps ensure boating decal inventory is correct and properly secured.
3. Helps ensure all packaging is correct, box numbers are correct and properly accounted, and inventory is accurate.
4. If discrepancies are discovered, immediately brings to the attention of the Licensing Administrator or supervisor.
5. Assists with boxing, securing, and storing outdated/rescinded license plates for audit purposes.
6. Helps ensure limited access to area and security of controlled licensing inventory/products and general office products.

ESSENTIAL FUNCTION: General Office Responsibilities. The employee ensures operations of the office are maintained.

1. Maintains a clean, safe and organized work area.
2. Complies with computer security guidelines.
3. Complies with Probate and Licensing Office guidelines, policies and procedures, standards of conduct, and county and office safety policies.
4. Maintains filing system.
5. Sends faxes.
6. Provides notary service.
7. Receives mail.
8. Processes mail outs.
9. Ensures mail is returned if there are errors.
10. Performs other duties as assigned by the Judge of Probate.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of state and County tax rates.
3. *Knowledge of different categories for different business licenses, and procedures.
4. *Knowledge of errors on title.
5. Knowledge of computer software, especially Microsoft Office Products.
6. *Knowledge of state policies and procedures for tags, titles, conservation, business licenses.
7. *Knowledge of communication procedures for out of state sales tax.
8. Reading skills to understand state laws.
9. Verbal skills to communicate effectively with supervisors and co-workers.
10. Writing skills to clearly and neatly complete routine forms and records.
11. Math skills to perform basic calculations (add, subtract, multiply, divide).
12. Problem-solving skills.
13. Ability to travel.
14. Ability to use multi-line telephones.
15. Ability to make inquiries.
16. Ability to give directions.
17. Ability to operate office equipment to include but not limited to computers, calculators, and adding machines.
18. Ability to learn, retain knowledge, and monitor changes to state laws and requirements applicable to the instruments processed through the Licensing Office.
19. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Some college is preferred.
3. Work experience having direct public contact.
4. One year of work experience with cash transactions and reconciling a cash drawer.
5. Two years of work experience with computers in an office environment; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
6. Possess a current and valid driver's license.
7. Ability to maintain non-standard hours if needed.
8. Ability to travel.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCEL RATH THE APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN COOSA COUNTY COMMISSION AND CENTRAL ALABAMA ELECTRIC COOPERATIVE OR ITS AFFILIATE. UNANIMOUSLY APPROVED

MEMORANDUM OF UNDERSTANDING
BETWEEN Coosa COUNTY AND
CENTRAL ALABAMA ELECTRIC COOPERATIVE
OR ITS AFFILIATE

THIS MEMORANDUM OF UNDERSTANDING is hereby made and entered into by the undersigned parties on this 9th day of April, 2019.

WHEREAS, Coosa County ("County") deems that it is in the public interest and vital to the economic development, educational development, demographic development and quality of life of the citizens of the County that its residents have access to high speed internet services and other communication services that may develop in the future (such high speed internet access and other methods of communication that may be developed in the future being herein referred to as "Telecommunication Services"); and

WHEREAS, some residents of the County have adequate access to current Telecommunication Services while some others have only access to internet service at very slow speeds and many residents in the rural portions of the County have no access to Telecommunication Services; and

WHEREAS, some rural areas of the County may have access to economic expansion opportunities only when adequate Telecommunication Services and other needed infrastructure become available; and

WHEREAS, Central Alabama Electric Cooperative or its affiliates or telecommunication partners (collectively "CAEC") wish to expand the availability of any Telecommunication Services within the County to those who have no access to Telecommunication Services, or have access to inferior telecommunication services, or otherwise who may wish to be served by CAEC, although it is understood that economic or other factors may not allow for the provision of access to Telecommunication Services by everyone in the County; and

WHEREAS, in accordance with Alabama law, CAEC maintains an extensive network for its electric delivery system within the County, including power poles, wiring and other infrastructure, particularly in the rural areas of the County and many of those power poles are on County rights-of-way, as permitted by Alabama law, and those power poles could be used for extending fiber optic lines or other Telecommunication Services facilities by CAEC to County residents.

WHEREAS, CAEC currently complies with permitting procedures established by the County for the location of CAEC facilities on County rights-of-way, and CAEC agrees to continue to comply with these procedures to seek approval to locate the Telecommunication Service facilities within the County rights-of-way, and moving forward any such procedure shall be deemed to include with any CAEC request for electric delivery system improvements a request for location of Telecommunication Service facilities together with any electric delivery system request.

NOW, THEREFORE, it is hereby agreed between CAEC and the County that the County desires, encourages and authorizes CAEC to utilize its power poles now or hereafter located on County right-of-way for the location of Telecommunication Service facilities and the provision of Telecommunication Services to as many County residents as permitted to CAEC in an effort to promote the development of new growth in the County.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding this 9th day of April, 2019.

Coosa COUNTY

By Todd J. Ad

CENTRAL ALABAMA ELECTRIC COOPERATIVE

MOTION BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH REGARDING
PROCEDURE FOR PROCESSING CLAIMS FILED AGAINST THE COUNTY. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RANDALL DUNAM THE APPROVAL
TO HIRE AN ACTUARY TO DETERMINE OPED LIABILITY OR TO DELAY DECISION TO FY20 BASED ON
FINANCIAL CONDITION. UNANIMOUSLY APPROVED

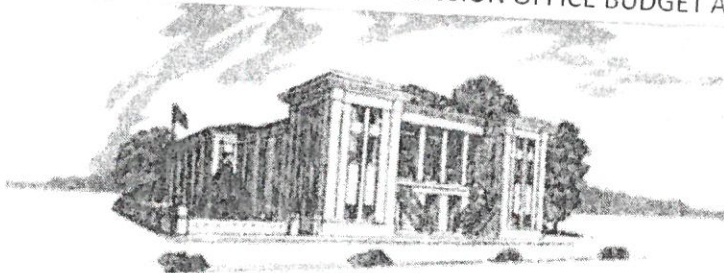
DISCUSSION OF LOCAL SELF GOVERNANCE.

DISCUSSION OF COMMUNITY CORRECTION PROGRAM – POSSIBLE JOINT INITIATIVE WITH CLAY
COUNTY.

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY RANDALL DUNHAM THE
APPROVAL OF COMMISSION OFFICE BUDGET AMENDMENT REQUEST. UNANIMOUSLY APPROVED

Coosa County Commission

Post Office Box 10
ROCKFORD, ALABAMA 35136-0010



BRIDGET H. GRAHAM, CPA, CGMA
ADMINISTRATOR
PHONE (256) 377-1350
FAX (256) 377-2524

DISTRICT 1
RANDALL DUNHAM

DISTRICT 2
BERTHA KELLY
VICE CHAIRMAN

DISTRICT 3
UNZELL KELLEY

DISTRICT 4
RONNIE JOINER

DISTRICT 5
TODD J. ADAMS
CHAIRMAN

April 9, 2019

TO: THE COOSA COUNTY COMMISSION

SUBJECT: Line Item Budget Adjustments for FY19 (period ended March 2019)

The County Commission would like to amend our budget as follows:

Line Item#	Annual Budget	Requested Budget	Inc/Dec	Reason
273/Bond	750	3022	2272	Underestimated (New Terms For Commissioners and Increase in Bond Amt)
499/Misc	5500	3228	(2272)	Line Item Underspent

Net Increase/Decrease in Budget = 0

Thank you for your consideration.

Thank you.

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH THE APPROVAL OF PROBATE OFFICE BUDGET AMENDMENT REQUEST. UNANIMOUSLY APPROVED

COOSA COUNTY JUDGE OF PROBATE
JUDGE: RICHARD M. DEAN



April 8, 2019

RE: Probate Offices Budget Adjustments

Coosa County Commission
Rockford, Alabama 35136

Commissioners:

Line Item 211, Office Supplies: Decrease \$165.00.

Line Item 219, Comp Software & Maint: Increase \$165.00.

Line Item 273, Bond: I respectfully request the following adjustment be made to line item 273: Increase budgeted amount from \$600.00 to \$3,386.00, an increase of \$2,786.00.

Previously, Coosa County had not complied with the Code of Alabama in regards to bonding requirements in the Judge of Probate's office. Bonds purchased were not in the correct amounts as required by code; one bond (Chief Clerk) had never been purchased, or at least not purchased for many years.

The County Administrator and I discovered this and took appropriate action to correct the unintentional errors and comply with the Code of Alabama requirements. This resulted in much higher premiums for bonds for which the Probate offices were not funded. If the Commission wishes to address this matter later in the fiscal year, I totally understand. However, I respectfully request that if an unexpected expenditure arises in Line Item 273, we be authorized to make that expenditure provided the Probate offices total budget has not been exceeded. Without this increase, we will again have to delay rebinding of some of our most frequently used and in worst condition record books (last week we had a representative here measuring the books so the company could provide a fairly accurate estimate for the purchase order) and/or again delay computer replacement purchases.

Respectfully submitted,

Richard M. Dean



Coosa County Sheriff's Office

Michael Howell, Sheriff

296 School Street • P. O. Box 279

Rockford, Alabama 35136

Office: 256-377-4922/1803 • Fax 256-377-1244

Jail: 256-377-2211 • Fax 256-377-2690

Email: office@coosaso.com • Website: www.coosacountyso.org



To: Coosa County Commissioners
From: Sheriff Michael Howell
Date: April 8, 2019
RE: 2018 – 2019 Budget Amendments

Sheriff Michael Howell would like to request the following line items to be amended for each department:

SHERIFF'S BUDGET

Line Item 211	Annual Budget	Department Request	Budget Adjustment
Office Supplies	\$3,950	\$7,450	\$3,500 +
Line Item 234	Annual Budget	Department Request	Budget Adjustment
Repair & Vehicle Maint	\$17,883	\$23,333	\$5,450 +
Line Item 236	Annual Budget	Department Request	Budget Adjustment
Repairs & Maint-Comm	\$8,220	\$1,370	(\$6,850)
Line Item 251	Annual Budget	Department Request	Budget Adjustment
Telephone	\$26,850	\$24,750	(\$2,100)

JUSTIFICATION: Increase Line Item 211 by \$3,500 to allow for monthly expenditures. Increase Line Item 234 by \$5,450 for the cost of vehicle repairs. Decrease Line Item 236 by \$6,850 due to E-911 taking over radio maintenance. Decrease Line Item 251 by \$2,100 due to reduction in pricing from Verizon.

Total Amount Amended = \$8,950 Overall Effect 0

JAIL'S BUDGET


Line Item 231	Annual Budget	Department Request	Budget Adjustment
Repair & Maint Building	\$8,000	\$5,500	(\$2,500)

JUSTIFICATION: Decrease Line Item 231 by \$2,500. This amount will properly adjust and remove \$2,500 expenditure from December 2018 where a door was approved to be paid with Capitol Improvement Funds.

Total Amount Amended = \$2,500 Overall Effect 0

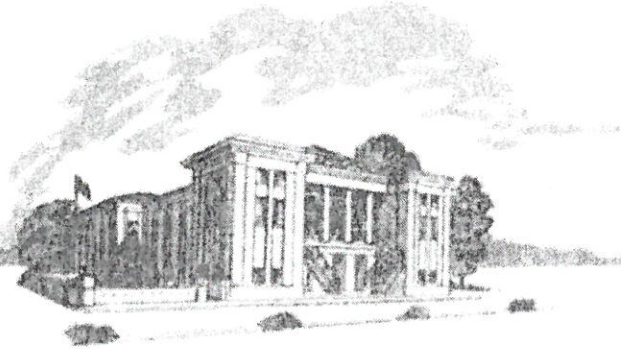
COURTHOUSE SECURITY'S BUDGET

NO ADMENDMENTS


Sheriff

3360

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY THE APPROVAL
OF HIGHWAY DEPARTMENT BUDGET AMENDMENTS. UNANIMOUSLY APPROVED



Coosa County Commission

Post Office Box 10
ROCKFORD, ALABAMA 35136-0010

BRIDGET H. GRAHAM, CPA, CGMA
ADMINISTRATOR
PHONE (256) 377-1350
FAX (256) 377-2524

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UNZELL KELLEY

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RONNIE JOINER

DISTRICT 5
TODD J. ADAMS
CHAIRMAN

April 9, 2019

TO: THE COOSA COUNTY COMMISSION

SUBJECT: Line Item Budget Adjustments for 7 cent fund (111)

Line Item#	Annual Budget	Requested Budget	Inc/Dec	Reason
53100113/Salaries	322220	402220	80000	Underestimated
53100213/Materials	57485	117485	60000	Underestimated

A corresponding increase in overall Revenue of \$140,000 will be entered under Misc. 47900 due to 4 cent work which will be paid from March 2019 thru September 2019.

Net Increase/Decrease in Budget = 0

Thank you for your consideration.

Thank you,

Bridget Graham

Bridget Graham, County Administrator

Tadd Eason, County Engineer

NO BUDGET ADJUSTMENTS REQUESTED FOR REVENUE COMMISSIONER, EMA, OR SENIOR CENTERS.

Received From Revenue Commissioner – No Current Line Item Budget Corrections

Error noted to be corrected.

Debra Lamberth

11:32 AM (0 minutes ago) **Reply**



me

One expenditure posted under the 51600 General Fund budget is \$25.50 posted under code 499 Alabama Dept of Rev Moto Misc/Tag Application. This expense should be paid under 51800 Reappraisal Budget for the new appraisal car expenses.

No other changes at this time.

Thanks,

Debra

Rockford Senior

12:32 PM (9 minutes ago) **Reply**

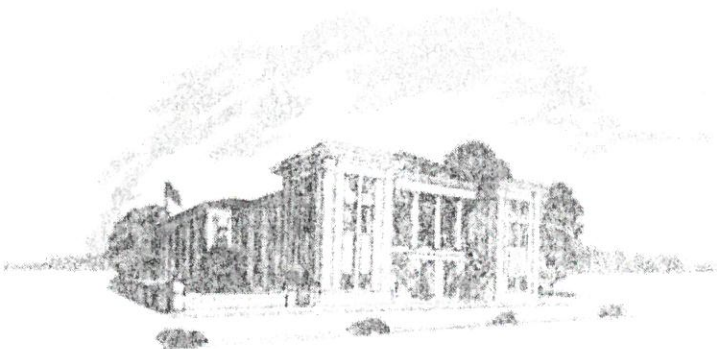


me

Bridget, I do not have any budget line adjustments.

Brenda Oden

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY UNZELL KELLEY THE APPROVAL OF REQUESTING FOR ATTORNEY GENERAL'S OPINION CONCERNING THE LEGALITY OF ISSUING COUNTY CREDIT CARDS TO OFFICIALS AND EMPLOYEES AS SET FORTH IN THE RESOLUTION AND DOCUMENTS. UNANIMOUSLY APPROVED



Coosa County Commission

Post Office Box 10
ROCKFORD, ALABAMA 35136-0010

BRIDGET H. GRAHAM, CPA, CGMA
ADMINISTRATOR
PHONE (256) 377-1350
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UNZELL KELLEY

DISTRICT 4
RONNIE JOINER

DISTRICT 5
TODD J. ADAMS
CHAIRMAN

April 9, 2019

VIA: E-MAIL and U. S. MAIL

Office of the Attorney General
ATTN: OPINIONS DIVISION
P. O. Box 300152
Montgomery, Alabama 36130-0152

RE: Request for Attorney General's Opinion
Coosa County Commission

Dear Sir:

Enclosed is a Resolution adopted by the Coosa County Commission authorizing me to request an Attorney General's Opinion regarding certain matters now pending before the Commission. Also enclosed is the "Request Form" setting forth the facts and question at issue.

We look forward to receiving your opinion. Should you need any additional information concerning this request, please feel free to contact me or our County Attorney, John K. Johnson.

Your assistance in this matter is greatly appreciated.

Sincerely,

Todd J. Adams
Chairman, Coosa County Commission



REQUEST FOR ATTORNEY GENERAL'S OPINION

Opinions Section
 Attorney General's Office
 Post Office Box 300152
 Montgomery, Alabama 36130-0152

Telephone: (334) 242-7403
 Fax: (334) 353-8440
 www.ago.alabama.gov

(Please print or type)

THIS OFFICE DOES NOT ADDRESS ISSUES ON MATTERS CURRENTLY IN LITIGATION

Is this issue in litigation? Yes ☐ No ☒ (YOU MUST CHECK ONE)

If yes, please supply the following information:

Case Number: _____
 Case Name: _____
 Court or governmental body (board, commission, etc.): _____

If no, do you anticipate that litigation will be filed?

Yes ☐ No ☒

(YOU MUST CHECK ONE)

Requestor's Name: TODD J. ADAMS Date: 4/9/19

City/County/Agency Name: COOSA COUNTY COMMISSION

Mailing Address: P. O. BOX 10

City: ROCKFORD County: COOSA State: AL Zip Code: 35136

Email address: coosacountyadm@gmail.com

Telephone numbers: (Office) 256-377-1350 (Fax) 256-377-2524

Specify public title or official public position that qualifies you to request an opinion: CHAIRMAN, COOSA COUNTY COMMISSION

Signature and title of individual requesting opinion:

Todd J. Adams
 SIGNATURE

CHAIRMAN, COOSA COUNTY COMMISSION
 TITLE

Set forth facts below showing nature and character of question that make the "advice sought necessary to the present performance of some official act that such officer must immediately perform." ALA. CODE § 36-15-1(1)d.

[Use additional sheets if necessary. MAXIMUM CHARACTERS 1800.]

SEE ATTACHED FACTS AND QUESTION

SPECIFIC QUESTION:

[Use additional sheets if necessary. MAXIMUM CHARACTERS 2400.]

SEE ATTACHED FACTS AND QUESTION

NOTE: A resolution requesting an opinion must accompany opinion requests from county commissions, city councils, boards of education, and like governing bodies. Public officials shall not submit moot, private, or personal questions in which the state, county, or public is not materially or primarily interested. ALA. CODE § 36-15-1(1)c.

FOR ATTACHMENT TO:
REQUEST FOR ATTORNEY GENERAL'S OPINION
COOSA COUNTY COMMISSION
APRIL 9, 2019

FACTS:

Throughout the year, Commissioners, other County officials, and employees must attend various educational programs and activities in conjunction with the performance of their official duties. Questions have been asked by several individuals concerning the legality of being given a credit card, issued to the County Commission for use in paying for necessary expenses incurred in relation to their official duties.

During the preceding year, there have been differing opinions, as to whether such credit cards can legally be provided to individuals and used in paying expenses. References have been made to *Section 36-7-1 through 5, Code of Alabama, 1975*, which indicate that such credit cards may be provided for travel related expenses if the County has a "procedure" in place to regulate the card's use. Other references have been made to *Section 11-3-60 through 11-3-62, Code of Alabama, 1975*, which indicate that a credit card can only be issued to and used by the County's Chief Administrative Officer. Because of the differing opinions, the Commission seeks a clarification concerning its authority to issue credit cards to individual Commissioners, other officials, and employees for their use in paying expenses incurred in relation to their official duties.

QUESTION:

May the Coosa County Commission provide individual credit cards, issued in the County's name, to officials, and employees of the County for their use in paying expenses for travel, meals, lodging, registration costs, and other related travel costs, incidental to their official duties?

STATE OF ALABAMA)
)
 COUNTY OF COOSA)

RESOLUTION
COOSA COUNTY COMMISSION
COOSA COUNTY, ALABAMA

WHEREAS, Commissioners, other officials, and employees of the County have recently asked if the County could provide individual credit cards, issued in the name of the County, for use in paying expenses for travel, meals, lodging, registration fees and other expenses related to their official duties; and

WHEREAS, there appears to be conflicting information concerning the legality of a county issuing such credit cards in the names of the County to anyone other than the Chief Administrative Officer of the County;

NOW THEREFORE, BE IT RESOLVED, that the Chairman of the Coosa County Commission is hereby empowered and directed to seek an Opinion of the Attorney General of Alabama to determine the answer to such questions relevant to the County's authority to issue individual credit cards in the name of the County to such Commissioners, other officials, and employees for use in paying the above referenced expenses related to their official duties.

PASSED AND ADOPTED on this the 9th day of April, 2019.

ATTEST:

COOSA COUNTY COMMISSION

Bridget H. Graham
 Bridget H. Graham, County Administrator

by: Todd J. Adams
 Todd J. Adams, Its Chairman

OLD BUSINESS

NONE


MOTION TO ADJOURN

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY RANDALL DUNHAM TO ADJOURN.
UNANIMOUSLY APPROVED


MINUTES APPROVED THIS 13Th DAY OF MAY, 2019.


CHAIRMAN, TODD ADAMS


VICE CHAIRMAN, BERTHA K. MCELRATH


UNZELL KELLEY


RONNIE JOINER


RANDALL DUNHAM

3364