

PROBATE AUDIT SPECIALIST, SENIOR

Job Code	Pay Grade
18714	CL12

Nature of Work

This is a lead worker position with duties requiring independent decision making and contact with the general public, attorneys, litigants and the court. Work involves probate auditing with the guardianship and estate areas under the Clerk of the Circuit Court. Employees in this class resolve the more complex problems and use independent judgment based on the Florida Statutes, Rules of Court and other pertinent legal authorities. The employee in this position works closely with the supervisors and management to coordinate the process and completion of the work.

Minimum Qualification Requirements

- 4 years experience in Probate Court records or related work; or
- Associate's degree and 2 years experience in Probate Court records or related work; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

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

Illustrative Tasks (These are examples and are not all inclusive)

- Serves as a lead worker over a group of probate clerical support staff.
- Assist the supervisor in the planning, assigning and reviewing of work assignments and staff.
- Trains employees and keeps them apprised on policy and procedural changes.
- Provides information and services to the general public, other related departments and/or attorneys to resolve complaints and problems.
- May prepare work related reports.
- May perform a variety of tasks related to an automated office environment.
- Performs special projects and related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the Florida Statutes, Rules of Court, departmental procedures and other legal authorities pertinent to guardianship and estate areas of Probate Court.
- Knowledge of automated office procedures, methods and equipment.
- Knowledge of legal terminology, grammar, spelling, math and ability to understand oral and written instructions.
- Skilled in the application of quality customer service.
- Skilled in the operation of automated office equipment.
- Ability to work independently, plan and coordinate the workflow.
- Ability to make decisions in accordance with laws and regulations and apply these to work processes and problems.
- Ability to train personnel.
- Ability to type with reasonable speed and accuracy.

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Revised	EEOC Code	Overtime Code
12/01	Professionals	Classified