

Job Description: COUNTY COURT AT LAW PROBATE COURT AUDITOR

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| Class No. | 1012 | Department: | County Court at Law |
| Position No. | 426-8910 | EEOC Category: | Administrative Support |
| Pay Group: | 10 | FLSA: | Part Time Non-Exempt |

SUMMARY OF POSITION

Provides oversight for court supervised administrations of descendent' estates and guardianships, to include examination and analysis of account, reports and other instruments filed in compliance with the Texas Probate Code.

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the County Court at Law Judge. This is a non-supervisory position. This position has frequent contact with District Courts, County Courts, other departments having business with the Court, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Audits Annual and final accounts, annual reports and inventory, appraisements and list of claims in court supervised administrations and guardianships to ensure compliance with the Texas Probate Code.
- Supervises and trains staff assistant auditor in all duties, and supervise and train docket assistant in matters relating to audit functions
- Reviews all applications filed in connection with accountings, personal representative bonds, and safekeeping agreements to determine appropriate action.
- Confers with attorneys in person, by telephone and written correspondence regarding audit procedures and problems with accountings and related matters.
- Confers with the Judge on problems and procedures discovered during audits and follows-up with appropriate action as directed.
- Prepares matters for submission to the Judge with written summary, or brief and appropriate orders for signatures.
- Monitors, updates and maintains the computer system to ensure follow-up procedures according to law and to court order.
- Prepares spreadsheets, forms or correspondence for the Judge's review and signature.
- Performs other duties as assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

CLASS NO. 1012 *(Continued)*

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 10 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and procedures, including automated record keeping systems; and complex legal documents, instruments, records, and reports. Knowledge of fundamentals of accounting principles.

Skill/Ability to: apply proper English and legal terminology; type accurately at a speed of at least 50 words per minute; learn to operate standard office machines; word processing equipment; establish and maintain effective working relationships with Judges, members of the legal profession, and the general public, and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, including courses in typing, plus at least two years of progressively responsible experience as a legal secretary of performing secretarial functions for a court (directly related business school or college may be substituted equally for up to one year of work experience).

CERTIFICATES AND LICENSES REQUIRED

None

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:
1012-COUNTY COURT AT LAW Part Time Probate Court Auditor**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.