



Elmore County Probate Office

100 E. Commerce St.

Wetumpka, AL 36092

Telephone (334) 567-1140

www.elmoreco.org

Elmore County Probate Office is accepting applications for the following full-time position:

Job Title: Probate Court Administrator

Department: Probate

Reports To: Chief Clerk of Probate Court / Probate Judge

Location: Elmore County, Alabama

FLSA Status: Non-Exempt

Position Summary:

The Probate Court Administrator assists in managing the daily operations of the Probate Court, ensuring efficient workflow, accurate recordkeeping, and effective communication among court staff, the public, and legal professionals. The Administrator supports the Chief Clerk and Probate Judge in administrative tasks, operational planning, and implementation of court policies.

Key Responsibilities:

- Assist the Chief Clerk in overseeing daily court operations and ensuring compliance with Alabama probate laws and court procedures.
- Manage administrative functions, including case management, scheduling hearings, maintaining case files, and coordinating court records.
- Supervise and support subordinate staff, including clerks and recording personnel, as assigned.
- Serve as a primary point of contact for attorneys, public officials, and members of the public regarding probate matters.
- Prepare reports, correspondence, and documentation for the Probate Judge and Chief Clerk.
- Assist in budget monitoring, procurement, and operational planning for the probate office.
- Implement court policies, procedures, and workflow improvements to enhance efficiency.
- Ensure proper training of new staff and ongoing development of existing personnel.

Qualifications:

- Associate or Bachelor's degree in public administration, business, or a related field preferred; equivalent experience considered.
- Minimum of 3–5 years of experience in court administration or a legal/administrative setting, preferably in probate or civil court.
- Knowledge of Alabama probate law, court procedures, and recordkeeping requirements.
- Strong organizational, communication, and leadership skills.
- Ability to manage multiple tasks and supervise staff effectively.
- Professionalism, integrity, and the ability to handle sensitive and confidential information.

Working Conditions:

- Office-based work in a courthouse environment.
- Occasional attendance at meetings or public events may be required.

Interested applicants may submit resume and application by email or in person:

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jbritt@elmoreco.org

Applications will be accepted Monday through Friday 8:00am - 4:30 pm.

Elmore County is an Equal Opportunity Employer.

Closing date for acceptance: Open until filled