



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 Clerk I

Department: Probate

Reports To: Chief Clerk of Probate Court / Probate Court Administrator

Location: Elmore County, Alabama

FLSA Status: Non-Exempt

Position Summary:

The Probate Court Clerk I provides clerical and administrative support to the Probate Court, assisting with case processing, recordkeeping, and public inquiries. This role ensures accurate and timely handling of probate matters while maintaining a high level of professionalism and customer service.

Key Responsibilities:

- Assist in the preparation, filing, and processing of probate court documents, including wills, estate filings, guardianships, and conservatorships.
- Maintain accurate court records and files in accordance with state laws and court procedures.
- Respond to inquiries from the public, attorneys, and other governmental agencies regarding probate matters.
- Prepare and issue notices, orders, and correspondence as directed by the Probate Judge or Chief Clerk.
- Provide support in scheduling hearings, court sessions, and appointments.
- Assist in the collection of court fees, fines, and other related payments.
- Ensure compliance with confidentiality and recordkeeping policies.
- Support other court staff in daily administrative and clerical tasks as needed.

Qualifications:

- High school diploma or equivalent required; Associate degree preferred.
- Previous clerical or administrative experience, preferably in a legal or court setting.
- Basic knowledge of Alabama probate law and court procedures preferred.
- Strong organizational skills, attention to detail, and ability to handle multiple tasks.
- Excellent communication and customer service skills.
- Ability to maintain confidentiality and handle sensitive information professionally.

Working Conditions:

- Work is performed in an office environment within the courthouse.
- Frequent interaction with the public, attorneys, and court personnel.

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

Elmore County Probate Office

100 E Commerce St.

Wetumpka, AL 36092

lcelmore@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