



COBB COUNTY GOVERNMENT
invites applications for the position of:

Judicial Administrative Technician II- Probate Court

SALARY:	\$14.62 - \$23.40 Hourly \$30,415.14 - \$48,664.83 Annually
DEPARTMENT:	Probate Court
OPENING DATE:	04/23/21
CLOSING DATE:	05/07/21 11:59 PM
GRADE CODE:	9

POSITION INFORMATION:

There are several positions located in Cobb County Probate Court. Data Entry and Microsoft Word skills testing is required for this position. The starting rate for this position will not exceed \$14.62 per hour.

A Data Entry and Microsoft Word skills test will be required of all applicants. Please be sure to review the Skills Testing Information section of the posting, above. The link to the skills testing is provided in the supplemental questions, below.

Please note, failure to complete this assessment by the closing date of this posting will result in elimination from this position.

ESSENTIAL FUNCTIONS:

Performs customer service functions by telephone, by mail, and in person: provides information and assistance regarding court activities, services, procedures, documentation, fees, case status/disposition, or other issues; reviews and accepts legal documents in accordance with court procedures and prescribed time frames; distributes forms and documentation; responds to routine and complex questions or complaints; researches problems/complaints; and initiates problem resolution.

Processes various court-related documentation in accordance with court procedures and time frames: assists in preparing, receiving, responding to, and processing subpoenas, court orders, continuances, probation warrants, case initiation documents, case dispositions, citations, and other legal documents; receives and date stamps legal documents; distributes and submits information and legal documents to appropriate parties; reviews, verifies, records and files documentation and records helps to maintain spreadsheets and print needed reports.

Processes mail including forwarding court payments, fees, and court documents to the Clerk's Office.

Enters data from court and legal documents into computer systems, databases and applications: indexes and records court case information and legal documents audits and reviews data for

accuracy; transfers case disposition information and maintains accurate records and filing systems.

Performs computer related tasks requiring broad working knowledge of a wide variety of standard computer applications, i.e. word processing, database systems, spreadsheet programs, calendar, schedulers, and electronic file maintenance.

May assist in leading work activities of co-workers; confers with co-workers and assists with complex problem/situations; provides technical support and may assist with training new staff and instructing co-workers regarding proper use of equipment.

Participates in special projects as requested by supervision; may coordinate staff activities within assigned unit.

Performs other related duties as assigned.

Minimum Qualifications

High School Diploma or GED required; supplemented by two years of experience providing administrative or clerical support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES AND CERTIFICATIONS:

PHYSICAL ABILITIES:

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements

Some tasks require the ability to communicate orally.

Environmental Factors

Essential functions are regularly performed without exposure to adverse environmental conditions.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cobbcounty.org>

100 Cherokee Street
Suite #200
Marietta, GA 30090
770-528-2541

cobbemployment@cobbcounty.org

Position #00145
JUDICIAL ADMINISTRATIVE TECHNICIAN II-
PROBATE COURT
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Judicial Administrative Technician II- Probate Court Supplemental Questionnaire

- * 1. I understand that all answers to these supplemental questions must be verifiable in the 'Educational History' and 'Employment History' sections of the application. Failure to provide sufficient information in these sections may result in my disqualification from the hiring process.
 - ☐ Yes
 - ☐ No
- * 2. Are you a current Cobb County Government employee?
 - ☐ Yes
 - ☐ No
- * 3. If yes, in what department of Cobb County Government are you currently employed? (Enter N/A if not applicable - This does not include Cobb County School District employees).
- * 4. Can you, after employment, submit proof of your legal right to work in the United States?
 - ☐ Yes
 - ☐ No
- * 5. I have read the Minimum Qualifications required for this position and understand I must demonstrate those qualifications on the application in order to be considered for this position. Furthermore, a failure to adequately demonstrate all qualifications may result in my removal from consideration. Lastly, I understand indicating "see resume" on the application and/or in a supplemental question response, may not be accepted in lieu of a completed application.
 - ☐ Yes
 - ☐ No
- * 6. Educational Background: Mark the highest level of education you have completed.
 - ☐ Some High School
 - ☐ High School Diploma or GED
 - ☐ Some College
 - ☐ Associate Degree
 - ☐ Bachelor's Degree
 - ☐ Advanced Degree
- * 7. If you have a college degree, what was your major area of study? Enter N/A if this does not apply.
- * 8. How many years of experience do you have providing administrative or clerical support?
 - ☐ No experience
 - ☐ Less than two years of experience
 - ☐ Two to four years of experience
 - ☐ More than four years of experience
- * 9. Please describe in detail your experience providing administrative or clerical support. Enter N/A if this does not apply. See resume will not be accepted.
- * 10. How many years of experience do you have working in a court or legal setting?
 - ☐ No experience
 - ☐ Less than two years of experience

- ☐ Two to four years of experience
- ☐ More than four years of experience

- * 11. Please describe in detail your experience working in a court or legal setting. Enter N/A if this does not apply. See resume will not be accepted.
- * 12. The starting salary for this position will not exceed \$14.62 per hour. Are you willing to accept this rate?
- ☐ Yes
 - ☐ No
- * 13. Skills Testing Information - By taking the online skills testing, you are certifying that you are the person listed on the application for this position and you will take the exams without any outside assistance. You also agree to be tested again in person at a later date and understand that your results must coincide with those on all previous tests. You also understand that failure to produce similar results on your second round of testing may result in your disqualification from the hiring process. You have limited time to take these exams. The exam(s) will take between 10 and 30 minutes to complete per assigned test. You should allow yourself the appropriate time for testing without interruptions. The test link will expire and you will no longer be able to take these exams online after the closing date of the posting. It is important that you take it as soon as possible so that any technical issues can be resolved before the expiration date. Please contact Technical Support at the number below if you encounter any issues during your testing. SHL Technical Support – 1-800-899-7451. The hours of SHL Tech Support are 8am to 8pm EST. They can also be reached at helpdesk@shl.com and on the web at <http://service.shl.com>. If your issue cannot be resolved by Technical Support, or you do not have access to an acceptable computer, please contact CobbEmployment@cobbcounty.org to schedule your in-person exam no later than the day after the posting has closed at 12 p.m. EST. In-person testing is reserved for only those candidates who do not have access to an acceptable computer and will be administered at the discretion of Employment Center.
- ☐ I have read, understand, and agree to the terms above.
 - ☐ I do not agree to the terms above.
- * 14. This position requires skills testing to move forward in the process. The link below will open the skills testing in another tab. Before submitting your application, click the link to access the testing site or save this link to test at a later time. Please note, failure to complete this assessment by the closing date of this posting will result in elimination from this position.
- <https://talentcentral.us.shl.com/player/link/58ca5c4863f34b0d9e5d7ca322d3e066>
- ☐ I agree to take the skills testing by the closing date of this posting.
 - ☐ I do not agree to take the skills testing.
- * 15. If you receive a conditional offer of employment, you will be required to satisfactorily complete a criminal background check. Please note that a criminal conviction may not disqualify you from consideration. Are you willing to accept these terms?
- ☐ Yes
 - ☐ No

* Required Question