

**ALLEGAN COUNTY
PROBATE COURT
JOB DESCRIPTION**

JOB TITLE: Court Specialist

REPORTS TO: Probate Register

SUMMARY

Assists Probate Court, Family Court, Circuit Court and Friend of the Court in receiving and processing a variety of legal documents related to various court matters, receives and processes various fees, payments, questions, and legal documents, sets up case files, provides information to court patrons and schedules various court proceedings. Provides patron window service for Circuit Court as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act ADA)*

- Opens, date stamps, sorts, reviews and distributes incoming mail. Prepares outgoing mail.*
- Sets up independent probate, mental, guardianship, conservatorship, estate and other probate case files, files petitions and legal documents and enters case information into the computer.*
- Schedules court hearings and issues notices of scheduled hearings to proper parties for Probate Court and Family Court.*
- Receives and receipts inventory and other fees. Enters payments into the payment processing system and updated court record.
- Audits inventories and accountings for accuracy, completeness and compliance with applicable statutes and court rules. Notifies parties of errors and procedures for making corrections.*
- Files wills for safekeeping and move wills of the deceased to case files.*
- Prepares and mails fiduciary report reminders to fiduciaries and billings for guardians ad litem.
- Maintains records of fiduciary notifications and billings. *
- Provides patron window coverage for Circuit Court. *
- Screens telephone calls and inquiries from patrons at the service counter for Probate Court, Circuit Court, Family Court and Friend of the Court. Provides information to attorneys, litigants and the general public regarding the proper filing of petitions, procedural requirements, hearing schedules, policies and related matters.*
- Operates a computer terminal to enter, access, update and correct case and financial information for Probate Court, Family Court, and Circuit Court.*
- Performs clerical functions such as assisting the public with searches for legal documents, making certified copies and compiling information for reports.
- Performs general case filing duties.*

- Provides backup court recording coverage for Probate Court, Family Court, Circuit Court, and Friend of the Court hearings.*
- May and will substitute work with other “departments and employees” and therefore a shared or non-private workspace may be assigned.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

Education: High school graduation or equivalent.

Experience: Six months to one year of clerical experience, preferably in a probate court or closely related field.

Expected to become competent in BIS, Zoom, Polycom, WebTCS, and YouTube systems for courts.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Expected to obtain CEO or CER regarding court recording competency within 1 year of acceptance.

Date Approved: 03/17/2023

Revised: