

**ALLEGAN COUNTY
PROBATE COURT**

JOB DESCRIPTION

JOB TITLE: Deputy Probate Register I

REPORTS TO: Probate Register

SUMMARY

Assists in receiving and processing a variety of legal documents related to various probate matters, receives and processes various fees, payments and legal documents, sets up case files, provides information to court patrons and schedules various court proceedings.

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.*

Receives and receipts and filing, inventory and other fees. Enters payments into the computer.

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 guardian ad litem. Maintains records of fiduciary notifications and billings.*

Deputy Probate Register I (continued)

- Screens telephone calls and people at the service counter. 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.*

Performs clerical functions such as assisting the public with searches for legal documents, making certified copies and compiling information for reports.*

Assists in other areas of the court as required.*

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 setting.

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

None.

Date Approved: 6/1/00

Revised:

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