

**ALLEGAN COUNTY
PROBATE COURT**

JOB DESCRIPTION

JOB TITLE: Probate Register

REPORTS TO: Probate Court Judge

SUMMARY

Assumes the responsibility for the performance of non-judicial acts required of the probate court. Supervises and participates the processing of estates, wills, guardianships, conservatorships, commitments and other probate matters. Serves as judicial secretary and court recorder.

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

- Supervises clerical support staff. Makes effective hiring recommendations, trains staff, assigns work, evaluates work performance and initiates discipline in accordance with court policy.*
- Supervises and participates in the intake and filing of petitions and other legal documents related to estates, wills, guardianships, conservatorships, mental commitments and other probate matters.*
- Oversees and participates in the establishment of case files and records. Ensures that case information is entered into the computer and that case files and records are properly maintained and available for court proceedings.*
- Oversees and participates in the receipt and processing of filing, inventory and other fees, and payments to attorneys, public guardians and conservators. Maintains financial ledgers and prepares and submits financial transmittals to the County Treasurer.*
- Establishes and maintains sound financial controls. Coordinates audits of the court's financial records and controls, reviews audit findings with auditors and the judge, and ensures that audit recommendations are implemented.*

Probate Register (continued)

- Schedules estate, mental, developmentally disabled, trusts and drain matters. Coordinates scheduling of cases with the involved parties and other court staff and issues notices of scheduled proceedings.*
- Processes all informal probate matters. Opens new cases, receipts and checks legal documents, determines if proposed representative is appropriate, obtains consents, schedules hearings and conducts hearings of non-contested matters.*
- Provides information to attorneys and court patrons regarding the proper filing of petitions, prescribed time limits and procedural requirements. Assists in the resolution of case related problems.*
- Oversees and processes billings and invoices for court appointed attorneys, public guardians, conservators, offices supplies and other purchases. Verifies billings and invoices and issues payment vouchers.*
- As authorized by statute and the judge, conducts hearings in uncontested supervised estates and independent probate matters, signs orders regarding appointments, letters of authority, inheritance tax orders and residue assignments.*
- Assists jury board in the jury selection process. Prepares and sends notification letters and questionnaires, receives and files questionnaires, documents juror information, issues summons, prepares juror payroll vouchers, checks jurors in and out and provides general assistance to jurors.*

Serves as judicial secretary typing orders, opinions and correspondence, scheduling meetings, screening telephone calls and visitors, processing judicial disqualifications and submitting requests for visiting judges.*

Assists in preparation of court budgets and monitors approved budgets.*

Provides orientation and training to guardians and conservators.*

Processes appointments to various boards and submits copies of appointments to the appropriate parties.*

Prepares court payroll, case activity and other reports required by court rule and statutes.*

Probate Register (continued)

Utilizes electronic or video recording equipment to record court proceedings. Activities include:*

- Preparing a log of activity during recording, including identification of speakers, notations of actions, and introduction of exhibits.*
 - Requesting speakers to clarify inaudible statements or spell technical or unfamiliar terminology as necessary for proper recording of proceedings.*
 - Developing a running glossary of unusual or scientific terms or names, and taking custody of exhibits as necessary.*
 - Maintaining files of transcripts, tapes and all other related materials.*
- Preparing or supervising the timely preparation of verbatim transcripts of court proceedings upon request. Proofreads transcripts, certifies copies, and prepares billings as appropriate.*

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 with advanced *coursework in business administration, management, or other closely -related field of study.

Experience: Three years of progressively more responsible experience in a probate court or closely related setting that would provide a working knowledge of probate court and probate court procedures

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

Certified Electronic Recorder (CER) certification by the Michigan Supreme Court.

Probate Register (continued)

Date Approved: **6/1/00**

Revised:

E:\FILES\REG2\ALLEGAN\Probate\probreg.wpd