

**Antrim County
Probate Court Deputy Register Position**

Job Description

Job Title: Deputy Register

Reports To: Chief Judge and Court Administrator

Location: Probate Court

General Summary

Performs a variety of clerical functions involved in processing probate and juvenile section court cases. Activities include screening telephone calls and visitors, receiving, processing and receipting documents and payments, balancing receipts, preparing deposits and financial transmittals, updates and maintains Probate Court webpage, and preparing payment vouchers.

Qualifications

- High School graduate or equivalent.
- Must be proficient in the use of Microsoft Office Suite.
- Two to four years of general office experience, preferably in a Probate Court or closely related setting.
- Knowledge of handling receipts, balancing of receipts and preparing deposits and financial transmittals preferred.
- Ability to use independent judgment and work independently without supervision.
- Positive attitude and interpersonal skills to deal effectively with public, staff and peers.
- Ability to handle confidential information.
- Knowledge of BS&A and JIS software a plus.
- Ability to update and maintain Probate Court webpage.
- Ability to arrive timely and on a daily basis.

Certification or Licensure

Certified Electronic Recorder (CER) certification by Michigan Supreme Court and complete MJJ Court Support Staff Certification Training within 12 months of the date of hire.

Other Requirements

Possession of a valid Michigan driver's license.

Essential Duties & Responsibilities

- Answers the telephone and greets customers at the counter, directing callers to proper location, providing case information, explaining court policies and procedures, and providing and explaining forms.
- Receives, processes and files legal documents related to wills, estates, guardianships, conservatorships, adoptions, mental commitments, name changes, emancipations and parental waivers. Prepares case files.
- Reviews petitions, orders, inventories, and annual reports from guardians and conservators for accuracy, and compliance with statutes. Notifies parties of errors and procedures for making corrections.
- Prepares deposits and financial transmittals.

- Receives and reviews incoming invoices for accuracy. Prepares vouchers for payment of invoices after receiving supervisory approval.
- Data entry, accessing, updating and correcting case information. Word processing correspondence, forms, and various court documents.
- Receives and distributes mail.
- Daily usage of BS&A and JIS software systems.
- Assists in processing Family Division cases as needed, which includes preparing orders, issuing notices of hearings, scheduling hearings, appointing attorneys, and entering case information.
- Assists in the procurement of department materials, supplies, and maintenance.
- Updating and maintenance of Probate Court webpage.
- Assists in other duties and areas as directed by the Chief Judge and Court Administrator.

Tools and Equipment Uses

Personal computer using Microsoft Office Suite, BS&A and JIS software systems, copy machine, fax machine, document scanner, postage machine, calculator, telephone.

Work Environment/Physical Demands

The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this position, the employee is regularly required to communicate in person and by telephone, read regular and small print and to view and produce written and electronic documents. Manual dexterity and regular fine-finger and hand/wrist motions are required for operating a keyboard, writing, filing, etc. The employee must be mobile in an office setting with the ability to stand, sit, bend, kneel and reach with hands and arms.

Selection Guidelines & Disclaimers

Must be able to complete and/or pass all Antrim County pre-employment requirements, including but not limited to: employment application, oral interview, reference check, background check, drug screening and employee physical.

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.

Interested parties can find the application form on-line at www.antrimcounty.org under Quick Links. Please select Employment. Submit a letter of interest, resume and completed application no later than February 15, 2019 to the Court Administrator at hefferanw@antrimcounty.org or PO Box 130, Bellaire, MI 49615.

NOTICE OF NONDISCRIMINATION POLICY

Antrim County believes employees should be able to work in an environment free of discrimination and harassment. Discrimination or harassment of or by any employee because of race, color, religion, national origin, age, sex, height, weight, disability or any other protected characteristics that are protected by state or federal statutes is unlawful and will not be tolerated.