

DEPUTY PROBATE REGISTER

STATUS: Non-Exempt, Hourly Position

General Summary

Under the supervision of the Probate Register, performs a variety of tasks related to the processing of estates, guardianship, mentally ill, and related probate matters. Set up files, receives, reviews, and files legal documents, receipts fees and provides information to attorneys and the public regarding the processing of probate matters. Indexes information to computer.

Essential Functions

1. Enters information on filed pleadings and other cases information to computer system.
2. Assists attorneys and members of the public on probate court procedures, providing information on the proper filing of petitions and other legal documents, which forms to use, prescribed time limits, procedural requirements and other matters.
3. Assists individuals at the counter and by telephone with inquiries, filing papers and establishing new estates, guardianships and other matters.
4. Sets up new files for estates, verifies information, types orders, and enters information on filed pleadings and other case information to computer system. Indexes other information to computer as assigned, such as wills and acknowledgments.
5. Opens and maintains guardian and conservator file for developmentally disabled individuals, minors, and legally incapacitated. Reviews the initial paper for completeness, receipts the filing fee, and sets up the file.
6. Collects and receipts filing and inventory fees.
7. Provides secretarial support for the Judge including word processing of correspondence, opinions and other materials.
8. Utilizes electronic recording equipment to record probate court proceedings, requests speakers to direct themselves to the microphone, clarify inaudible statements, or to spell technical or unfamiliar terms to ensure accurate and complete recordings. Records hearings held at hospitals and other sites in addition to the courtroom.
9. While recording proceedings, prepares a log of court activity, includes case information, type of hearing, and noting the point that court was in session, exhibits marked, and other

actions occur in order to replay the tape in court at the point of pertinent testimony or assist in transcript preparation.

10. Prepares official verbatim transcripts of preliminary hearings, trials, dispositional hearings, appeals and other cases as requested. Proofreads transcripts, certifies copies, and prepares billings as appropriate. Maintains files of transcripts, tapes, and courtroom notes as required by court rules.
11. Prepares orders and other legal documents using SCAO approved forms and/or probate generated forms.
12. Schedule account and other hearings and provides appropriate notice of scheduled proceedings.
13. Upon approval of the Probate Register, processed billings to ward and/or fiduciaries for reimbursement of court-appointed attorney fees, guardian ad litem fees, and other charges.
14. Operated microfilm camera to copy documents on film.
15. Acts for the Probate Register in the absence of that individual, includes scheduling hearings, starting informal estates, and other functions as designated.

Other Functions

16. None listed

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school diploma or equivalent. Prefer advanced course work or Associate=s Degree in paralegal studies, secretarial science or related field.

Experience: Two years of experience in an office setting, preferably in a probate court or related area.

Other Requirements: Certification as a Certified Electronic Recorder (CER).

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements*]:

Ability to lift and transfer stacks of files weighing up to 20 lbs.

Prolonged sitting while recording in court.

Ability to enter and retrieve information from a computer.

Ability to access files.

Working Conditions

Works in office conditions.