

Probate Court Deputy Chief Clerk

Revised 8/27/10

Class Definition:

This class is accountable for assisting in the overall administration of a probate court and independently performing a full range of tasks including reviewing and processing a variety of court documents.

Guidelines for Class Use:

Deputy Chief Clerks will only be assigned to those courts having 8 or more full time equivalent staff.

Supervision Received:

Works under the general supervision of the Chief Clerk.

Supervision Exercised:

May supervise lower level staff as assigned.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge: Assists in the direction of the staff and operations of the probate court which is responsible for processing decedents estates, trusts, conservatorship and guardianship matters, commitments, terminations, adoptions and other probate matters; reviews, evaluates and processes a variety of files prior to hearings; monitors compliance with pertinent laws, statutes and rules of practice; assists judge with research materials and consults with judge on research matters as required; prepares file notes for Judge; reviews or supervises review of fiduciary accountings; acts as liaison with other state and governmental agencies; provides technical and consultative assistance to attorneys and pro se parties regarding procedural matters; schedules hearings, notices parties; enters data into the CMS program; attends hearings; prepares file notes for the Judge; provides interpreting services; provides for the translation of documents; prepares correspondence, memos and decrees; provides staff training and assistance; conducts staff evaluations; oversees court attendance; assumes responsibility for monitoring files; acts as trustee of court funds and is responsible for maintaining financial records, ensuring the proper receipt and deposit of all court funds; acts as charge administrator for accounts receivables; acts as billing and accounts receivable management coordinator; prepares and maintains financial records and reports for Probate Administration; acts for chief clerk during absences; performs related duties as required.

Minimum Qualification Required:

Knowledge, Skill and Ability:

Knowledge of the policies, procedures and operating systems of the probate court office strongly preferred; knowledge of and ability to interpret and apply relevant state laws and rules of practice; interpersonal skills; oral and

written communication skills; computer skills; knowledge of the CMS program strongly preferred.

Experience and Training:

General Experience:

Six years of experience in the probate court system or related field.

Substitutions Allowed:

1. College training may be substituted for the general experience on the basis of 15 semester hours equaling ½ year of experience.
2. A Master's degree or law degree may be substituted for one additional year of general experience

Special Experience:

Supervisory experience is preferred.

DRAFT
REVISED August 27, 2010