

## **DEPUTY REGISTER**

**GENERAL STATEMENT OF DUTIES:** Performs complex clerical duties with limited supervision involving the processing of legal documents requiring extensive knowledge of legal procedures in the assigned area; Prepares and processes court documents required in setting cases for hearing and carrying out directions of the judge; Assists the public and attorneys in procedures relative to matters under the statutory jurisdiction of the Probate Court; Reviews files and papers for accuracy, completeness, and conformance to Probate Court Rule, and may sign for the Judge as authorized; Performs related duties as required.

### **STATEMENT OF TASKS:**

- Distributes forms to attorneys and the general public with basic instructions for completion and filing;
- Reviews legal documents filed by attorneys and the public to ensure the documents meet statutory, court rule, and Probate Court procedural requirements for filing;
- Utilizes word processing and imaging programs for data entry and retrieval;
- Types and prepares various Probate forms and orders;
- Certifies and makes copies of legal forms and orders;
- Reviews orders following hearings and processes accordingly;
- Opens, sorts and processes incoming mail, answering routine inquiries without supervisor's review;
- Receives payment of statutory fees, prepares receipts, and prepares transmittals for the County Treasurer;
- Answers telephone calls from attorneys and the general public regarding the processing of Probate matters, and provides the appropriate information regarding the inquiry;
- Prepares departmental vouchers and other Probate Court invoices;
- Records court hearings using electronic recording equipment on an emergency fill-in basis;
- Reviews case files to ensure that proper documents have been filed, and initiates the necessary action to see that files are in proper order;
- Reviews case files at time of closing to ensure that files are complete and accurate, and initiates action to correct any deficiencies prior to closing;
- Records any statistics which are required for the assigned area;
- Maintains inventory of forms and supplies and reorders as needed;
- Maintains a record of all law books received and distributed;
- Coordinates Probate Court juries;
- Copies legal forms, orders, correspondence, reports, etc.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to the class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Good working knowledge of office procedures, legal terminology, and equipment;
- Knowledge of Probate Law and Court Rules;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (cont.):**

Ability to understand and follow complex oral and written directives, laws and court rules;  
Ability to make decisions applying Probate/Family Law and Court Rules;  
Ability to use Microsoft based PC for data entry, imaging, file retrieval, and word processing functions;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES CONTINUED**

Ability to use good judgment, tact, and courtesy;  
Ability to maintain good working relationships;  
Ability to attend work regularly and work under stressful conditions.  
Ability to work with highly confidential records;  
Ability to use good judgment, tact, and courtesy;  
Ability to maintain good working relationships;  
Ability to attend work regularly and work under stressful conditions.

**MINIMUM QUALIFICATIONS:**

Two (2) years' clerical experience and ability to type accurately 45 words per minute.

  
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Human Resources Director

Established: April 22, 1993  
Revised: August 28, 1998  
Revised: April 20, 2016  
Revised: September 12, 2018