

ESTATE ANALYST/ADMINISTRATOR (Probate Court)

GENERAL STATEMENT OF DUTIES: Performs highly responsible work which involves the development of services, supervision of staff, administration and budgeting for the Probate Court; takes testimony in authorized matters in accordance with State Law and Court Rules; works under the supervision of the Chief Probate Judge; performs related duties as assigned by the Chief Probate Court Judge.

STATEMENT OF TASKS:

Prepares and administers the budget of the Probate Court;
Administers personnel matters for the Probate Court;
Develops programs under the direction of the Probate Court Judges;
Represents the Court at conferences, workshops and with other agencies;
Supervises the preparation of statistical information as required;
Provides assistance to attorneys and non-attorneys, directly and through staff, on matters relating to probate law and procedures and the opening, processing and closing of cases before the court;
Advises attorneys, trust department, banks and the general public on procedural compliance with applicable statutes and court rules relative to complicated probate and mental health matters;
Trains, assists and supervises staff;
Reviews and supervises the review of files to ensure compliance with law, rule and procedure;
Signs court signature on necessary documents for the commencement of proceedings;
Analyzes new and pending legislation affecting probating of estates and mental health matters, and develops and implements operation changes as necessary.

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 this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of policies and procedures of the Probate Court;
Good knowledge of the modern practices, principles and techniques of management;
Ability to carry out complex written and oral instruction;
Ability to present ideas effectively, both orally and in writing;

Estate Analyst/Administrator (Probate Court)

Ability to establish and maintain effective working relationships with judges,
court officials, staff and the general public;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Member of the State Bar of Michigan and two (2) years of full-time experience in
the area of Probate Law.

Established: July 11, 2001

Revised:

Human Resources Director