

**OFFICE MANAGER – PROBATE COURT  
(Estate and Mental Health Division)**

GENERAL STATEMENT OF DUTIES: Plans and coordinates the clerical operations of the Probate Court including supervision, business management and training of clerical employees; work is performed under the supervision of the Court Administrator/Register or Chief Judge or designee; performs related duties as required.

STATEMENT OF TASKS:

Supervises Estate and Mental Health Division personnel, establishes work schedules, distributes work, keeps time and leave records, recommends and issues discipline, and evaluates the work performance of subordinates;  
Plans, establishes and is responsible for implementing and maintaining office methods and procedures;  
Assists in the interviewing and selection of clerical applicants;  
Trains new clerical employees;  
Acts as liaison with various County departments.

MAY BE REQUIRED TO:

Prepare or assist in the preparation of departmental payroll;  
Establish and maintain bookkeeping systems;  
Assist in the preparation of departmental budget(s);  
Compile statistical reports;  
Provide secretarial services to the Court Administrator or Chief Judge;  
Schedule or conduct conferences with attorneys or other individuals regarding specific case issues as well as assisting the general public on Probate Court procedures;  
Assist the Court Administrator/Register in the maintenance of all Probate Court records.

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:

Knowledge of office management practices and procedures;  
Knowledge of policies and procedures of the Probate Court;  
Knowledge of applicable court rules and laws;  
Knowledge of appropriate supervision and evaluation techniques;  
Knowledge of general bookkeeping procedures;  
Ability to implement, maintain, and evaluate training programs;  
Ability to establish and maintain good working relationships with County Officials and other County employees;  
Ability to attend work regularly and work under stressful conditions.

OFFICE MANAGER – PROBATE COURT

Page 2

MINIMUM QUALIFICATIONS:

BBA with a concentration in Office Administration, Office Systems, Computer Information Systems or Business Administration and one (1) year of experience supervising clerical employees;

-OR-

Associates Degree in Business Management, Computer Information Systems, General Business or Office Occupations and three (3) years of clerical experience;

-OR-

Five (5) years of clerical experience.

Established: May 18, 2005

  
Human Resources Director