

PROBATE COURT ADMINISTRATOR/REGISTER

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

STATEMENT OF TASKS:

Administers personnel matters for the Probate Court;
Prepares and administers the budget of the Probate Court;
Assists the Chief Probate Judge with planning, development and implementation of Probate Court policy and procedures;
Represents, prepares written reports, and speaks for the Probate Court to the County Board of Commissioners, other County departments, public and private agencies, State Court Administrative Office and other court systems;
Participates in conferences with attorneys and other individuals regarding specific case issues as well as assisting the general public on Probate Court procedures;
Supervises the preparation of statistical information as required;
Trains, assists, and supervises staff;
Signs court signature on necessary documents on behalf of the Judges or as Probate Register;
Reviews and remains current on changes to the Estates and Protected Individuals Code, Mental Health Code, and Michigan Court Rules and recommends modifications to court procedures;
Ensures appropriate development, implementation, and operation of the technological needs of court;
Presides over hearings in the Probate Court, including uncontested hearings in the Judge's absence, and other hearings as needed;
Processes informal probate proceedings;
Ensures compliance with statute and court rules;
Maintains 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:

Thorough knowledge of policies and procedures of the Probate Court;
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;
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:

A Bachelor's Degree **AND** a Master's Degree in public administration or a law degree is preferred. Some probate court experience is preferred.



Human Resources Director

Established: May 9, 2005
Revised: October 24, 2016