

PROBATE REGISTER

GENERAL STATEMENT OF DUTIES: Performs professional and technical duties involved in the probating of estates and other matters under the jurisdiction of Probate Court which includes the auditing of difficult estate and trust accounts, determination of estate fees, and review of court procedures including coordination of estates, mental health and developmentally disabled hearings; supervises employees in the Estate and Mental Division; works under the general supervision of the Chief Probate Judge or designee; performs related duties as required; this position is appointed by, and serves at the pleasure of, the Chief Judge of the Genesee County Probate Court.

STATEMENT OF TASKS:

- Performs the statutory functions of the Office of Probate Register as authorized by the Chief Probate Judge;
- Audits difficult estate and trust accounts submitted in the estate or decedents, estates and trusts of minors, mentally incompetent persons, aged or physically infirm, developmentally disabled and other guardianships of persons with disabilities;
- Advises attorneys, trust departments, banks and the general public by telephone, correspondence, or in person on procedural compliance with applicable statutes and court rules relative to probate matters;
- Exercises direct supervision of staff;
- Serves as Probate Court representative during collective bargaining and grievance procedures;
- Trains and assists staff responsible for effective estate administration;
- Researches files and corrects the same regarding errors reported on computer audits;
- Assists and advises the Probate Court in developing division administrative, operating, and probate procedures to comply with statutory and probate requirements;
- Develops in-service training for staff, including collection of statistical information and computerization;
- Prepares training materials, coordinates training schedule, and instructs employees;
- Assists in the development and preparation of the division's proposed annual budget;
- Reviews computation and valuation of the difficult estate gross estate fees to ensure accuracy;
- Processes the papers involving appointments and termination of appointments of Public Administrators;
- Participates on Supreme Court sponsored committees involving the application of data processing techniques to the administration of probate matters and procedural changes related to probate and mental health codes;
- Signs court documents for the commencement of proceedings in independent probate estates under the authorization of the Probate Judge.

The class specification 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.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Probate Court procedures and policies;

Knowledge of estate and trust accounts;

Knowledge of computer applications;

Ability to supervise staff;

Ability to perform mathematical calculations and draw statistical inferences from collected data;

Ability to develop policies and procedures;

Ability to deal with attorneys, the general public, state and local officials and agencies, and other County and Court employees effectively;

Ability to effectively communicate orally and in writing.

MINIMUM QUALIFICATIONS

Any combination of education and experience in probate matters acceptable to the Chief Judge of the Genesee County Probate Court.

March 10, 1998

Date Implemented



Personnel Director