

# NOTICE OF JOB POSTING

## Huron County Probate Court

### Deputy Register of Probate

**Application Deadline: Friday, October 16, 2020 by 3:30 P.M.**

#### Job Description

<b>Job Title:</b> Deputy Register of Probate	<b>Union Affiliation:</b> AFSCME II Union Employee
<b>Department:</b> Huron County Probate Court	<b>Position:</b> Part Time Non Exempt (22.5 hours week)
<b>Pay Grade:</b> 120 / 130 on obtaining CEO	<b>Application Deadline:</b> 10-16-2020 @ 3:30 p.m.
<b>Date:</b> 10-02-2020 @ 2:00 p.m.	<b>Start Date:</b> October 27, 2020

#### Position Summary:

The Deputy Register of Probate, as supervised, will process civil; mentally ill; estates; trusts; guardianships and conservatorships for minors, legally incapacitated, and developmentally disabled individuals; and miscellaneous type cases. Process payments, provide assistance at the counter and answer telephones. Perform a variety of complex tasks involved in the processing of court cases requiring a detailed knowledge of probate court policies and procedures.

The Deputy Register of Probate is expected to perform the following duties and responsibilities with minimal supervision by the Probate Court Judge, Probate Court Administrator/Probate Register, or Deputy Court Administrator:

#### Essential Duties and Responsibilities:

1. Prepare and process all cases by opening files, serving process, scheduling hearings, preparing orders, and maintaining an index; and prepare, monitor and transmit all case activity reports.
2. Areas of responsibility include: estates; trusts; civil matters; minors, legally incapacitated and developmentally disabled guardianships and conservatorships; mentally ill and all other miscellaneous proceedings.
3. Provide assistance and direction on court matters to attorneys, service agencies, prosecuting attorneys, physicians, psychologists, fiduciaries and members of the public.
4. Perform all duties and responsibilities of all other members of the Probate Court staff as needed on a limited basis to ensure timely and efficient case processing, calendar scheduling, and collection of funds during periods of vacation, sickness, absence, and/or work overload according to the following general guidelines:

- a. The Deputy Register is required to perform all clerical functions, as needed, within the purview of the law and policies established by the Judge.
  - b. Each Deputy Register is required to develop and maintain a basic working knowledge of Probate Court substantive and procedural law and in particular that which applies to his/her area of responsibility. Constant changes in the law necessitate updating, understanding, flexibility, and the ability to modify procedure and activity.
  - c. Each Deputy Register must deal directly with the public in a fair but firm manner, answer questions, and take action normally under very stressful circumstances.
  - d. The Probate Court Administrator/Register of Probate is responsible for the overall functioning of the Court's clerical operation and does not have the time to maintain constant direct supervision. Therefore, the Court relies very heavily upon the ability of each deputy register to perform assignments properly. The accuracy and fairness of each Deputy Register's analysis, decision-making, and communication is extremely significant in that they directly affect a person's property rights and liberty.
5. Keep abreast of all changes in the law and procedure regarding matters within this job description.
  6. Provide information and assistance to court patrons, general public, service agencies, attorneys, prosecutor and others about court policies and procedures, case status, case scheduling, procedural options and court proceedings in general.
  7. Operate a computer terminal to enter all case filings, adjournments, and dispositions, make corrections, obtain and verify case information and to produce computer-generated forms.
  8. Performs accounting functions in verifying fiduciary inventories and accountings, and provides training to new fiduciaries as to the Court's expectations and requirements for preparation of annual accountings and reports.
  9. Performs quasi-judicial acts empowered by the statutes and authorized by the Probate Judge, such as informal probate administration and appointment of informal personal representatives.
  10. Perform other duties as needed and/or directed by the Probate Judge or the Probate Court Administrator/Register of Probate or Deputy Court Administrator.

**Working Conditions/Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office and courtroom setting, stand, sit, stoop, and kneel, and reach with hands and arms. The

employee must lift or push/pull objects of up to 20 lbs without assistance. Accommodation will be made, as needed for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a court of business office setting where the noise level is moderate.

### **Minimum Education, Training and Experience Required**

Requires at least a high school education some technical knowledge normally acquired from specialized training such as that acquired in up to one year of college, technical, vocational, trade or business school and one to two years' experience working in an office setting.

Ability to obtain certification as a certified electronic operator (CEO)

Working knowledge of accounting principles; legal terms and concepts regarding matters with Probate Court jurisdiction; office procedures including case filing and processing and telephone protocol; ability to type and use all current office computers, machines and equipment; ability to work with minimal supervision; and ability to deal with people under stress in a firm but fair manner.

### **Minimum Physical, Mental and Attitudinal Requirements**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Requires the physical ability to operate a variety of automated office machines, which includes a typewriter, photocopier, printer, and personal computer. Work involves sitting most of the time, but may involve walking or standing for periods.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data. Requires the ability to inspect items for proper length, width and shape. Requires the ability to differentiate forms and documents.

Numerical Aptitude: Requires the ability to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Language Ability: Requires the ability to comprehend a variety of informational documents, docket sheets, court reports and records, court orders, etc. Requires the ability to prepare court reports and records, court orders and related court documents and information, using prescribed format and conforming to all rules of punctuation, grammar, dictation and style. Requires the ability to record and deliver information, to explain procedures, to follow instructions. Must be able to use and interpret legal and court terminology and language.

Interpersonal Communication: Requires the ability to communicate with people to convey or exchange information including giving assignments and/or directions to others and receiving instructions and assignments from supervisors in person or by accommodating device. Requires the ability to deal with people beyond giving and receiving instructions.

Computer Aptitude: Requires fluency in computer language, programs, and application.

Stress Management: Must be adaptable to performing under average to high levels of stress.

---

The above job description is not all inclusive of the total scope of duties to be performed and is meant as a general guideline for such duties.

In addition, the above qualifications are intended to represent general guidelines of the skill and experience levels associated with performing the duties and responsibilities involved. These qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria.

---

To apply for this position please submit letter of application and resume to Karen M. Rutkowski, Huron County Probate Court Administrator by 3:30 p.m. on Friday, October 16, 2020. Please send application and resume to probatecourt@co.huron.mi.us

Date: October 2, 2020

---

Karen M. Rutkowski  
Huron County Probate Court Administrator