



**STANISLAUS COUNTY SUPERIOR COURT  
invites applications for the position of:**

**Probate Examiner**

**SALARY:** \$32.24 - \$39.19 Hourly  
\$2,579.20 - \$3,135.20 Biweekly  
\$5,588.27 - \$6,792.93 Monthly  
\$67,059.20 - \$81,515.20 Annually

**OPENING DATE:** 04/30/21

**CLOSING DATE:** 05/14/21 11:59 PM

**DESCRIPTION:**

APPLICATION PROCESS

Applicants who are deemed, "Most Qualified," will be invited to continue in the recruitment process.

DESCRIPTION

Under direction, reviews probate files for procedural deficiencies; advises attorneys of deficiencies; provides recommendations to Judicial Officer; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single level professional class responsible for reviewing a variety of probate matters prior to submission to the judge. This class is distinguished from Court Investigator in the latter performs probate investigation rather than file review and evaluation.

**ESSENTIAL FUNCTIONS:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs technical reviews of probate files; reviews detailed financial and accounting records; reviews applications and provides recommendations for revisions; performs related computer data entry; posts probate notes on court's website; creates lists of defects in probate matters; refers certain matters to the research attorney; reviews and approves orders that can be granted without court appearances.

Attends court hearings; monitors cases during court sessions; reviews related documents; provides recommendations; prepares notes of action taken in court; monitors probate matters for future action and compliance with code and rule requirements; interacts with attorneys; provides direction to rectify technical defects.

Conducts legal research; posts pertinent information and law changes on the court's website; creates local court forms; reviews and drafts rules of the court; reviews changes in law and procedures; consults practical guides and legal publications; conducts on-line research; reviews probate codes and rules of the court.

Creates, maintains, and updates probate procedures policy manual.

Prepares, maintains and distributes statistical reports and related budgets for approval.

Performs routine office related tasks; answers incoming calls; maintains filing systems; orders supplies.

Reviews inventories of assets for accuracy, completeness, and compliance with probate code.

#### ADDITIONAL FUNCTIONS

Prepares, maintains, and distributes the list of attorneys eligible for court appointment in probate matters.

Prepares, maintains, and distributes the list of private professional fiduciaries eligible for appointment in probate matters.

Represents the Court by speaking at Brown Bag seminars sponsored by the local bar association to provide MCLE credit to attorneys.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS:**

A person who begins employment with the court as a probate examiner must meet one of the three following minimum qualification requirements:

#### Education & Experience:

(1) A bachelor of arts or bachelor of science degree from an accredited educational institution and a minimum of two years' employment experience with one or more of the following employers:

(A) A court;

(B) A public or private law office; or

(C) A public administrator, public guardian, public conservator, or private professional fiduciary; or

(2) A paralegal certificate or an Associate of Arts degree from an accredited educational institution and a minimum of a total of four years' employment experience with one or more of the employers listed in (1); or

(3) A juris doctor degree from an educational institution approved by the American Bar Association or accredited by the Committee of Bar Examiners of the State Bar of California and a minimum of six months' employment experience with an employer listed in (1).

#### Knowledge of:

- California Probate Code, other California codes and court rules pertaining to probate matters;

- Court procedures;
- Legal terminology and documents;
- Legal office procedures;
- General accounting principles and practices.

Ability to:

- Understand, interpret and apply pertinent provisions of the Probate Code, Civil Code, and other California Codes, Judicial Council and Superior Court rules and procedures;
- Understand complex issues;
- Write comprehensive, factually accurate reports; plan and organize work to meet deadlines;
- Establish and maintain effective working relationships with those encountered in the course of work;
- Communicate effectively, orally and in writing;
- Analyze problems and documents and make recommendations.

## **SUPPLEMENTAL INFORMATION:**

### Special Requirement

A valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.

Required to maintain a minimum level of continuing education.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as bright/dim light or repetitive wrist motion.

The Superior Court of Stanislaus County, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Superior Court of Stanislaus County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.stanct.org>

Position #90000780-01

PROBATE EXAMINER

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## Probate Examiner Supplemental Questionnaire

- \* 1. Describe, in your own words, the role of a Probate Examiner?
- \* 2. Describe your experience in the areas of probating estates and accountings in guardianship and conservatorship matters?
- \* 3. Describe your experience with reviewing and analyzing financial transactions and records in probate matters.
- \* 4. What aspects of your professional background do you feel make you especially qualified to be a Probate Examiner?
- \* 5. Is there any other information that the committee should consider in evaluating your qualifications?

\* Required Question