

Job Title: Deputy Probate Court Clerk

About the Role: Under the supervision of the Judge and at the general direction of the Chief Clerk, the Deputy Clerk performs a variety of high-level clerical tasks essential to the operation of the Probate Court. Work is related to wills, administrations, guardianships, conservatorships, marriage licenses, weapons carry licenses, traffic cases, and vital records (birth and death certificates). This will be a full-time employee position with county benefits available. The Deputy Clerk is an “at-will” employee and works directly for, is answerable to, holds office at the pleasure of, and is supervised by the Chief Judge of the Probate Court.

General Duties and Responsibilities

- Assist with intake and processing of petitions for wills, administrations, guardianships and conservatorships
- Prepare legal documents, letters, and court orders
- Issue marriage licenses and firearm carry permits
- Register and issue certified copies of birth and death certificates
- Assist funeral homes, hospitals, and the public with vital record inquiries
- File and index records and maintain confidential files
- Process civil and criminal filings
- Assist the public with procedural questions (no legal advice)
- Assists with traffic citations and dispositions
- Processes Petitions, Caveats, Status Reports and Annual Returns, Accountings, and all other
- Reviews filings to check for completeness and accuracy before giving them to the judge
- Keeps all sensitive information confidential as required by law and ensures the security of that information
- Collects the required costs of court or other fees and fines and processes payment transactions

Additional Duties and Responsibilities

- Serve as the GCIC coordinator and Terminal Agency Coordinator
- Completes weekly transmittals and monthly validations of records entered into partner agency databases
- Prepare, distribute, and dispose of all matters related to traffic citations and cases
- Ensure compliance with outside agencies and state requirements

Required Knowledge and Abilities:

- Knowledge of basic mathematics sufficient to operate a cash drawer and make calculations
- Knowledge of modern office practices, procedures, and equipment
- Knowledge of Probate Court function and mode of operation, and related statutes, rules and regulations
- Knowledge of basic bookkeeping sufficient to balance accounts and keep financial records
- Ability to communicate both verbally and in writing
- Ability to read and comprehend departmental rules, regulations, procedures and instructions
- Ability to understand verbal instructions and directions
- Ability to establish and maintain effective working relationships with other employees and the public

- Ability to interact with the public and provide information in a polite and efficient manner both in person and on the telephone; verbally explain the rules and procedures to the citizens in a clear and courteous manner
- Ability to use good judgment to make decisions within scope of job responsibilities

Required Skills

- Excellent attention to detail, organization, and ability to follow legal procedures
- Strong interpersonal, verbal, and written communication skills
- Professional demeanor and discretion in handling confidential matters
- Excellent customer service skills
- Ability to multitask in a fast-paced environment
- Must be able to work either solo or as part of team environment
- Use of professional business etiquette when corresponding by letter, telephone or email
- Must be able to meet professional dress code and personal appearance policy requirements
- Accurate typing and data entry skills
- Willing to learn new skills and processes, attend training when required
- Able to take constructive criticism and follow instructions
- Must be proficient in the use of computer equipment and technology including Microsoft and Adobe

Applicants must be willing to undergo and pass a drug test and background screening.