

ANDROSCOGGIN COUNTY

CLERK
Patricia Fournier

Tel. No. (207)753-2500
Fax. No. (207)782-5367



REGISTRY OF PROBATE PRESERVATION CLERK

JOB POSTING INFORMATION & JOB DESCRIPTION

September 25, 2013

Contact Name: Patricia Fournier

Company Name: Androscoggin County

Address (Actual location of work)

Androscoggin County Courthouse - 2 Turner Street, Auburn, ME

Phone No. (207)753-2500

Fax No. (207)782-5367

E-mail address: pfournier@androscoggincountymaine.gov

Position Title: Probate Preservation Clerk

Position is: Part-time – 12 hours per week.

How To Apply: Online to pfournier@androscoggincountymaine.gov , or send resume to: Patricia Fournier, Personnel Officer, Androscoggin County Courthouse, 2 Turner Street-Unit #2, Auburn, ME 04210

Pay Start: \$10.00 an hour

Qualifications: High School graduate or equivalent with computer skills and business education. Experience with common office equipment and office procedures.

Benefits: No benefits

COUNTY OF ANDROSCOGGIN

Job Description

TITLE: Probate Preservation Clerk

QUALIFICATIONS:

1. Minimum: High school graduate or equivalent.
2. Basic working knowledge of computer operations.
3. Experience with common office equipment and office procedures.
4. Dependable and reliable work history.
5. Attention to details.
6. Ability to work on several tasks simultaneously.
7. Such alternatives to these qualifications that the County Commissioners and the Register of Probate may in their discretion consider equivalent, and appropriate.
8. Sufficient physical ability to meet the positions essential functions.

REPORTS TO: The Register of Probate

JOB PURPOSE

Assist with the preservation of probate court documents and other related tasks.

MAJOR RESPONSIBILITIES

1. Microfilm Documents.
2. File Microfilm Documents.
3. Scanning Documents.
4. Filing Documents.
5. Indexing and Card Filing (electronic & manual)
6. Storage of Documents.
7. Document Retrieval.
8. Maintain Docket Books.
9. Other related tasks as assigned by the Register of Probate.