

**ANDROSCOGGIN COUNTY GOVERNMENT**

**JOB DESCRIPTION**

**TITLE: PROBATE CLERK**

**PAY GRADE: 4**

**Qualifications:**

1. High School graduate or equivalent with proficiency in business education skills.
2. Working knowledge of basic office procedures and the operations of common office equipment.
3. Thorough knowledge of the Maine Probate Statutes regarding issues of probate.
4. Demonstrates ability to deal effectively with the general public.
5. Strong working knowledge of computer operations, word processing and professional business software programs.
6. Excellent written and verbal communications skills.
7. Legal research skills or training.
8. Strong analytical and problem solving skills.
9. Sufficient physical ability to meet the positions essential functions.
10. Dependable and reliable work history.
11. Strong attention to detail.
12. Ability to prioritize, organize, take initiative and be self-directed.
13. Such alternatives to these qualifications that the County Administrator and the Register of Probate may in their discretion consider equivalent and appropriate.

**Reports to:** Register and Deputy Register of Probate

**Position Purpose:** To prepare, organize, and process all legal documents related to the functions and responsibilities of the Probate Court. These include but are not limited to Probate of Estates, Guardianships, and Conservatorships of Minors and Adults. Change of Name of Minors and Adults, and Adoptions of Minors and Adults.

### **Major Responsibilities:**

1. Prepare, organize, and process all legal documents related the Probate of Estates, Guardianships, and Conservatorships of Minors and Adults. Change of Name of Minors and Adults, and Adoptions of Minors and Adults.
2. Prepare and organize all Probate matters for Probate Court, maintain the Probate Court schedule and assist the Judge of Probate on hearing and trial dates, which includes summary of all cases for Court hearings.
3. Maintain a strong knowledge of the Probate Code and related laws and Law Court Rules that govern the operation and procedures of the Probate Court.
4. Exercise good judgment and analytical skills in the performance of the duties and responsibilities of the Probate Court.
5. Assist the public and legal professionals with probate matters.
6. Provide clear written and verbal communications to the public and legal professionals regarding probate matters.
7. Maintain strong attention to detail and accuracy in the performance of the duties of this position.
8. Assist with the execution of passports.
9. Prepare and have published in the newspaper all legal advertising required of the Probate Court.
10. Prepare and maintain all docket books and index files.
11. Respond to written, telephone and electronic correspondence.
12. Oversee the adequate supply and ordering of office supplies and documents.
13. Maintain the confidentiality of probate documents as required by law.
14. Is responsible for transfers of files to other county Probate Courts.
15. Prepare Motions, Affidavits, Orders and Writ of Habeas Corpus as needed.
16. Perform any other duties which are in keeping with Probate and office responsibilities.