



## Androscoggin County Government

### Job Description

**Title:** Probate Clerk

**Department:** Probate

**Supervised by:** Register of Probate

**FLSA Status:** Non-Exempt

#### **Position Summary:**

The Probate Clerk helps 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. Along with processing passports.

**Essential Duties and Responsibilities:** The essential duties for this position include but are not limited to the following.

1. Prepare, organize, and process all legal documents related to the Probate of Estates, Guardianships, and Conservatorships of Minors and Adults. Change of Name of Minor 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 Probate Code and related laws and Law Court Rules that govern the operation and procedures of Probate Court.
4. Exercise good judgement and analytical skills in performance of the duties and responsibilities of the Probate Court.
5. Assist the public and legal professional and other Government agencies 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 execution of passports.
9. Handles Financial transactions, and reconciliations for weekly deposits.
10. Prepare and have published in the newspaper all legal advertising required of the Probate Court.
11. Respond to written, telephone, and electronic correspondence.
12. Oversee the adequate supply and order of office supplies and documents.

13. Maintain the confidentiality of probate documents as required by law.
14. Transfer of files to other County Probate Courts.
15. Prepare Motions, Affidavits, Orders and Writ of Habeas Corpus as needed.
16. Office Filing
17. Communicates effectively with all levels of the County's organization in both written and verbal correspondences.
18. Promotes a professional, positive, cooperative and team orientated attitude, committed to working in a quality environment and achieving the highest level of customer satisfaction.
19. Maintains regular attendance and punctuality.
20. Performs other duties, as required or assigned.

**Recommended Minimum Qualifications:**

**Education and Experience:**

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. Strong working knowledge of computer operations, word processing and professional business software programs.
4. Thorough knowledge of the Maine Probate Statutes regarding issues of Probate preferred.
5. Demonstrates the ability to deal effectively with general public.
6. Pass and Maintain Maine Notary Certification.
7. Legal research skills or training preferred.
8. Strong analytical and problem-solving skills.
9. Strong attention to detail.
10. Ability to prioritize, organize, take initiative and be self-directed. Ability to Multi-task in a high-volume office setting.
11. Verbal and written communication skills, strong customer service, communication and interpersonal skills in required.
12. Such alternatives to the above qualifications as the Commissioners may find appropriate and acceptable.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 25 pounds, such as supplies, folders, and books. Ability

to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

Approved by County Administrator: Clare Proctor Date: 5/1/23