

COUNTY OF LEELANAU  
JOB DESCRIPTION

**DEPUTY PROBATE REGISTER**

Supervised by: Probate and Family Court Judge, Family Court Administrator, Probate Register  
FLSA: Non-Exempt

**General Summary:**

Under the supervision of the Probate and Family Court Judge, the Family Court Administrator, and Probate Register, the Deputy Probate Register assists in the in-take, review, filing and monitoring of legal documents pertaining to probate court matters. Also serves as the Court Recorder for Probate, Juvenile Division, and Family Division matters and as Court Clerk.

**Essential Job Functions:**

An employee in this classification may perform any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Monitors timely filings of inventories, accounts and reports by fiduciaries and conservators, sends out monthly reminders to fiduciaries, conservators, and attorneys of required accounts and reports, sends out reports and Notices of Complaint when reportings are delinquent, and meets with fiduciaries, conservators, and attorneys to discuss problems in the cases.
2. Monitors timely filings of reports by guardians and guardians ad litem. Sends out reminders to guardians and guardians ad litem as needed and Notices of Complaint when reports are delinquent. Meets with guardians and guardians ad litem to discuss problems in the cases.
3. Prepares orders for appointing attorneys and/or guardians ad litem in cases of guardianship, conservatorship, and/or child protective proceedings.
4. Maintains Probate and Family Court calendars, schedules timely hearings, coordinates schedules with counsels of record, and ensures notice are sent to interested persons.
5. Compiles and maintains guardianships, conservatorships, estates, mental health related and adoption forms and instruction packets for use by the public.
6. Maintains and updates Probate and Family Court webpage to provide thorough and current information and resources to the public.
7. Develops and maintains an adequate supply of court-appointed attorneys, guardians ad litem, public conservators, and public guardians.
8. Serves as the Certified Electronic Recorder (CER) for the Probate and Family Court Judge and for other assigned judicial officers, including, but not limited to probate, juvenile, domestic relations, civil, criminal, and district court matters. Records juvenile hearings and keeps a log of courtroom activity including, but not limited to – recesses, witnesses, exhibits, interested parties, and all other notable activities, as required by court rules and statutes. Maintains archived hearings stored on tapes, CDs and DVDs, as well as logs and courtroom notes.

9. Prepares and maintains the courtroom, the jury room, and the recording equipment for court hearings, including but not limited to – the BIS Digital Court Recording program, the Polycom Interactive program, the FTR Gold Court Recording equipment, and other Windows programs.
10. As Court Clerk, marks exhibits for identification, preserves all exhibits and returns court files to their proper destination.
11. May also serve as the office receptionist, including, but not limited to answering the telephone, greeting the public, opening/distributing mail, creating/circulating interoffice communications, maintaining administrative files, indexing and filing wills for safekeeping, and certifying documents, maintaining office equipment, organizing the court storage unit, ordering office supplies as needed, training temporary office workers, reviewing billing statements prior to submission to the Family Court Administrator for approval, and other related clerical tasks.
12. Substitutes for the Family Court Administrator/Probate Register in that person's absence and under the supervision and consultation of the Probate and Family Court Judge.
13. Opens and reviews new filings for probate, estates, small estates, guardianships, conservatorships, mental health matters, protective orders, civil actions ancillary to estates, secret marriages, and trust case filings; organizes such for any and all court hearings.
14. Performs quasi-judicial acts empowered by statutes and authorized by the Probate and Family Court Judge, including, but not limited to informal probate administration, admission of wills, and appointments of personal representatives.
15. Performs legal research as directed by the Probate and Family Court Judge.
16. Manages child protective and adoption proceedings cases for the Family Division of the 13<sup>th</sup> Circuit Court, including, but not limited to opening new files, reviewing documentation for compliance with Title IV-E funding requirements, preparing notices and orders, including emergency removal orders, ex-parte orders, receipting and distribution of confidential reports, and organizes such for any and all court hearings.
17. Compiles reports required by the State Court Administrative Office, including but not limited to caseload, court-appointed counsel, delinquent fiduciaries, jury fees and hearing statistics.
18. Receives and receipts fees and prepares semi-monthly transmittal reports to the County Treasurer's Office.
19. Attends continuing education seminars and reads professional journals and manuals pertaining to assigned duties.
20. Performs related work as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma or equivalent supplemented by vocational or specialized training in data or office management.
- Two years' experience as a clerk, office manager, paralegal or other related position.
- A valid Michigan vehicle operator's license.
- Knowledge of court proceedings, procedures, requirements, and etiquette.
- Ability to learn the policies and procedures specific to the County's Probate and Family Courts.
- Ability to establish effective working relationships and work cooperatively with other individuals and agencies within the County's court system.
- Ability to critically assess situations, problem-solve, work effectively under stress, within deadlines and changes in work priorities.
- Skill in responding to public inquiries and internal requests with a high degree of professionalism.
- Proficiency in the use of computers and word processing software, including but not limited to – Microsoft Office programs; Windows Media Player; AS400; Adobe Acrobat; the ability to navigate the Internet and use various search engines; Roxio Creator; and Outlook.
- Possess or secure a State of Michigan Notary Public certification.
- Possess or secure within six (6) months of employment, and then maintain certification as a Certified Electronic Recorder (CER).
- Possess the skill in maintaining files, indexes, and other document retention systems.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the primary and complimentary duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee regularly works in a business office or courtroom setting. The noise level is usually quiet to moderate.