

**INGHAM COUNTY  
JOB DESCRIPTION**

**DEPUTY PROBATE REGISTER III**

**General Summary:**

Under the supervision of the Probate Register, performs a variety of tasks related to the processing of estate, guardianship, mental health, and related probate matters. Sets up files, receives and files legal documents, receipts fees and provides information to attorneys and the public regarding the processing of probate matters. Indexes information to computer on assigned matters.

**Essential Functions:**

1. Receives, records, and files legal documents related to probate proceedings. Reviews documents for accuracy and completeness and ensures the appropriate filing fee is received. Prepares supportive documentation such as notices for delinquent fiduciaries, appointment of guardians/conservators, court-appointed attorneys, and various other related documentation.
2. Processes, types, maintains all legal documents and legal files according to Statutes and Court Rules. Enters information to computer data base.
3. Provides information to attorneys and the public on the filing of petitions, procedural requirements, prescribed time limits and related probate matters. Assists individuals by telephone and at the counter with inquiries, filing papers, guardianships, and other matters which may require pulling the file and checking information.
4. Interacts and communicates on a regular basis with other courts, hospitals, and agencies, including the Family Independence Agency and Community Mental Health.
5. Sets hearings and issues notices and subpoenas to affected parties, and schedules/reschedules Hearings in the interest of the parties. Ensures files are in order for the Judge or Attorney/Referee.
6. Accepts and receipts mental commitment petitions, assigns file number, makes copies, and files. Coordinates scheduling with mental health units, attorneys, and other probate courts as necessary. Maintains statistics of unit and runs and reviews computer generated reports to ensure proper filing of Six Month Review Reports. Provides assistance or information to community mental health staff. Records mental hearings, maintains recorder, notes/tapes/disks/ and prepares transcripts for hearings as requested.
7. Opens and maintains guardian and conservator files for developmentally disabled individuals, minors, and the legally incapacitated. Processes files including reviewing the initial papers for completeness, processing releases, receipting filing fees, scheduling

hearing, noticing parties, appointing attorney, typing orders, and making copies.

8. Opens and processes guardianship and conservatorship files. Assists guardians and conservators by accepting annual accounts for review by Register and files annual accounts and reports.
9. Sets up new files for estates, verifies information, types orders, and enters information on filed pleadings and other case information to computer system. Indexes other information to computer as assigned, such as wills and acknowledgments.
10. Verifies daily receipts to computer balance and prepares bank deposits.
11. Reviews accounts and the orders allowing final account and assigning residue. Prepares cases for Probate Register or Judge, including preparing waivers and ensuring that other notices are set for hearing. Review file to prepare for discharge and ensures that all requirements have been met.
12. Assists in maintaining case files and may review files prior to court action to ensure documents are in order. Identifies potential problems or discrepancies for the Register or Judge.
13. Performs indexing/entering of estate, mental, guardianship and other matters, using the Probate Court computer program.
14. Prepares orders, discharges and other documents related to probate matters as well as correspondence and various forms.
15. Assists with filing wills, certifying copies, making copies, and performing related tasks.
16. Operates a computer imager/scanner.
17. Operates a microfilm camera, and assists the public with viewing microfilmed records.
18. May serve as Court Recorder for Probate Division hearings which may include mental hearings at various hospitals and mental health units. Prepares transcripts for hearings as requested.
19. Types adjournments, distributes notices of new date, revises orders to reflect date, and files.
20. Processes out-going mail for pickup by postal service or county mail carrier. Receives incoming postal and departmental mail, sorts and distributes.
21. Performs a variety of related support functions such as typing forms, copying documents and receipting fees, filing documents and case files, and related tasks.

## **Other Functions**

22. None listed.

*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.*

## **Employment Qualifications**

**Education:** High school graduation or its equivalent and some advanced coursework in data processing and office management.

**Experience:** Two years of experience including word processing, office procedures, and public relations.

**Other Requirements:** May be required to be certified as an Electronic Court Recorder by the Michigan Supreme Court within six months after employment.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to operate electronic recording equipment.

Ability to enter and retrieve information from a computer.

Lifting and carrying papers and books weighing up to 25 lbs. to counter or work area.

Ability to withstand prolonged periods of sitting in court monitoring and operating recording equipment.

Ability to access files.

## **Working Conditions:**

Works in office setting.