

**INGHAM COUNTY
JOB DESCRIPTION**

PROBATE COURT ADMINISTRATOR / REGISTER

General Summary

Under the general direction of the Chief Probate Judge, directs the non-judicial activities of the Probate Division. Plans, develops, and implements programs and policies to improve court services and maintain compliance with statute and court rules. Supervises staff engaged in the intake, review, processing, and filing of legal documents pertaining to estates, commitments, guardianships and other probate matters. Reviews documents for completeness and compliance to standards. Responsible for coordinating independent probate proceedings. Performs administration functions of the Probate Division. Regularly serves as attorney referee in the Family Division of Circuit Court.

Essential Functions

1. As supervisor of Probate Court staff, is responsible for the personnel and employee relations functions of the Court, includes interviewing and recommending, hiring, training, assigning, scheduling, and dealing with employee relations matters.
2. Oversees and participates in the receiving, recording and filing of legal documents related to all probate proceedings. Reviews the intake and filing of all pleadings related to Probate/Estate matters for accuracy, completeness, and compliance to statutes, and delegates to staff for processing.
3. Participates in conferences with attorneys, legal assistants, agency workers, and other individuals regarding specific case issues as well as assisting the general public on probate court procedures, providing information on the proper filing of petitions and other legal documents, prescribed time limits, procedural requirements, and other matters. Assists with inquiries, filing papers, and establishing new estates, guardianships, and other matters. Investigates and resolves problems and complaints that are referred by judges, staff, attorneys, and the general public.
4. Reviews files and signs orders and letters of authority on behalf of the judges or as Probate Register.
5. Responsible for the processing of independent probate proceedings involving decedents' estates, including the execution of orders and admission of wills to probate. Ensures that requirements are met before fiduciary is appointed, ensures compliance with statute and court rules, and closes estate as provided by statute.
6. Assists the Chief Probate Judge with planning, development and implementation of Probate court policy and procedures.
7. Represents, prepares written reports, and speaks for the Probate Court to the County Board of Commissioners, other County departments, public and private agencies, State Court Administrator's Office and other court systems.
8. Coordinates the Court's role in mental commitment matters under the Mental Health Code. Reviews mental petitions and related documents, and schedules hearings and coordinates

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procedures with hospital mental health units, other probate courts, attorneys, and other parties.

9. Reviews accounts and the orders allowing final account and assigning residue. Reviews files to prepare for discharge and ensures that all requirements have been met.
10. Assists the Chief Probate Judge with budget preparation, presentation, implementation and oversight. Authorizes and signs vouchers submitted to the Court, and monitors the status of the approved budget.
11. Oversees the collection, receipt, and accounting of fees. Supervises the preparation of deposit and transmittal information for the County Treasurer.
12. Reviews and remains current on changes to the Probate Code, Mental Health Code, and Michigan Court Rules and recommends modifications to court procedures to ensure compliance. Keeps staff and attorneys apprised of changes.
13. Serves as Attorney Referee for the Family Division of the Circuit Court as needed. Presides over hearings for Probate Court, including uncontested hearings in the Judge's absence, admission of wills and accounts, and other hearings as needed.
14. Conducts staff meetings, issues memos and uses e-mail to disseminate information, updates staff on new policies and procedures and ensures efficient operation of the Court.
15. Responsible for the maintenance of all probate division records. Ensures that retention policies and procedures comply with state regulations.
16. Assists Deputy Probate registers, Court Investigators and Guardian ad Litem through individual and group conferences in analyzing difficult case problems and recommending appropriate procedures and alternatives.
17. Ensures appropriate development, implementation, and operation of the technological needs of the Court.

Other Functions

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: Graduation from an accredited law school.

Experience: Five years of professional level experience dealing with Probate law, preferably with some experience in an administrative/supervisory capacity.

Other Requirements: Licensed to practice law in the State of Michigan and a member in good standing of the State Bar of Michigan.

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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 access court files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

Regular contact with persons charged with and/or convicted of criminal offenses.

Regular exposure to persons with various communicable diseases.

