

**INGHAM COUNTY  
JOB DESCRIPTION**

**SENIOR DEPUTY PROBATE REGISTER**

**General Summary:**

Under the supervision of the Probate Administrator/Register, aids the Chief Deputy Probate Register in assisting the Probate Administrator/Register in the administration of the Probate Court office. Regularly performs the functions of a Deputy Probate Register III.

**Essential Functions:**

Performs duties as outlined in the Deputy Probate Register III job description, and in addition performs the following tasks:

1. Drafts specialized correspondence and in other ways facilitates formal communication between the Probate Court and other agencies and entities, including FIA, law firms, schools, hospitals, and nursing homes.
2. Helps ensure compliance with all reporting and other requirements of the State Court Administrative Office.
3. Assists in monitoring files. Helps identify potential problems or discrepancies for the Register or Judge.
4. Responds to inquiries related to genealogy research. Locates old files to produce information.
5. Helps ensure that microfilming is done as needed.
6. Assists in the monitoring of files.
7. Responds to inquiries related to genealogy research. Locates old files to produce information.
8. Assists in special projects.

**Other Functions**

9. 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 the 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 as Deputy Probate Register or related capacity, or adequate background and exposure in a legal environment, 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 on 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.