

POSITION DESCRIPTION – ACTIVITIES OF DEPUTY CLERK, PROBATE COURT

SKILLS AND ABILITIES

- Speed and accuracy with keyboard and typing
- Excellent reading comprehension, grammar and spelling
- Ability to stay organized and focused on tasks in spite of interruptions
- Communication skills in dealing with public, co-workers, agencies and legal professionals
- Maintain professionalism and confidentiality as required

ILLUSTRATIVE DUTIES

File Management

Open Case Files

- Estates, Guardianships, Trusts, Name Changes, Adoptions, Wrongful Death cases, Minor Settlement cases, other miscellaneous civil actions
- Includes data entry on computer legal system using information contained in filed documents
- Preparing paperwork for review and signature by Judge
- Reviewing paperwork to make sure it is complete
- Follow-up with attorneys and staff for missing information
- Scheduling of any hearings; sometimes involves multiple offices and coordination of times and dates with Court calendar
- Issue any service documents by certified mail or personal service
- Enter and track court costs and payments

Follow-up

- Set up tickler system to follow up on file activities/deadlines
- Follow through with necessary activity required by follow-up

Process Filed Documents

- File stamp documents as they are filed
- Pull files and take proper action required by filing of document
- Check mathematical computations on Inventories and Accounts
- Pass paperwork along for review and signature by Judge or other response
- Enter data on computer system
- Distribute copies as needed by mail or in attorney distribution boxes

Close files when Case Completed

- Involves physically closing file and taking proper steps on computer system
- Place files in proper location when closed, which may include the attic

Customer Service

- Answer Phones
 - Respond courteously and pleasantly to questions or direct call to person who can answer question
 - Requires knowledge of procedures and general court information

- Greet people and take care of needed service, including:
 - o Issuing Marriage License (involves data entry on computer system)
 - o Issuing Certified Marriage Records (involves either computer generated document or looking up record in books and **typing** certified document (not on computer))
 - o Prepare paperwork for Name Changes, Birth Correction or Delayed Registration of Birth
 - o Assist genealogists in locating old records
 - o Pull files and make copies for public and/or attorneys and their staff
 - o Take in cost payments and issue receipts (through computer system)
 - o Locate and retrieve old files and records for title searchers and genealogists
 - o Assist research companies with file review requests

Miscellaneous

- Microfilming - All files are microfilmed when closed. Several steps involved in actual microfilming and eventual placement of filmed records in proper filing system.
- Annual Physical Inventory – Involves physically looking at each file to make sure files correspond to open cases listing on the current Supreme Court Report
- Prepare and submit publications to local newspapers regarding accounts, name changes, and other required notices by publication
- Research and respond to requests for genealogical information submitted via phone, letter and email
- Prepare marriage license reports for local newspapers
- Prepare and submit Abstracts of Marriage to State Dept. of Vital Statistics (monthly)
- Assist in processing mail daily, on a rotating basis