

NOTICE

There is a job vacancy with **Bay County Probate Court**.

Job Title: **Data Entry Clerk/Deputy Probate Register**

Rate of Pay: \$14.55 per hour entry, progressing to
 \$17.75 per hour after 2 years (TP07)

GENERAL SUMMARY:

Responsible for the performance of a variety of data entry and clerical support task in the Probate Court (Estates Division). Performs the duties of Deputy Probate Register as defined by statute or requested by the court. Activities frequently include preparation of forms and legal documents. Position reports to Probate Court Administrator.

TYPICAL DUTIES:

1. Serves in a receptionist capacity, receiving walk-in visitors and telephone calls. Relays inquiries to the appropriate source or screens and answers general questions dealing with Probate issues.
2. Performs all tasks defined in the statutes or requested by the Judge. Reviews legal documents in regard to probate matters, checks for completeness, accuracy, proper form usage, and correct fees.
3. May serve as Probate Court Clerk, preparing orders and documents after court hearings.
4. In absence of Probate Register, will perform all other functions of the Probate Register.
5. Assembles materials in appropriate case files, prepares semi-monthly reports, processes enrollments, prepares files for microfilming and will assist with mail.
6. Sets up probate files and updates by data entry, adding documents and correspondences to the file.
7. Prepares delinquent notices on accounts, prepares show cause notices and conferences for delinquent accountings and estates.
8. Updates and maintains resource material for the court and the Judge.
9. May perform other task as directed by Court Administrator.

The above statements are intended to describe the general nature and level of work being performed by a person assigned this position. They are not an exhaustive list of all job related duties.

QUALIFICATIONS:

Candidate must have a high school degree or its equivalent and be able to demonstrate a capacity for data entry, spelling and accuracy. The ideal candidate will have experience and education in legal matters.

APPLICATION PROCESS:

If interested in applying, please send application and resume for this position to John Torres, Deputy Court Administrator, 1230 Washington Avenue, Suite 715, Bay City, MI 48708. Application materials must be received by **4:00 p.m. Monday, March 14, 2016**.

An Equal Opportunity Employer

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”