


JOB DESCRIPTION	EXTERNAL POSTING
<p style="text-align: center;">County of York</p>  <p style="text-align: center;">Human Resources</p>	<p style="text-align: center;">PROBATE CLERK III</p> <p>Status: Part-Time</p> <p>FLSA: Non-Exempt</p> <p>Salary: \$15.03/Hourly/Grade 5</p> <p>Union: M.S.E.A.</p> <p>Reports to: General Supervisor to the Register of Probate and/or Designee</p>

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This part-time Probate Clerk III position will assist the Register of Probate and staff with the efficient and accurate processing of all Registry of Probate documentation and processing.

SUPERVISION RECEIVED AND EXERCISE

Works under the general supervision of the Register of Probate and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, and state laws.

A normal work schedule is required based on the needs of the office. Overtime and evening hours are limited.

ESSENTIAL DUTIES

1. Receives, docket, and assigns docket numbers to all formal decedents' estates, special administrations, consents to adoptions, surrenders and releases for adoption, terminations of parental rights, petitions to examine records and name changes and keeps records of same.
2. Receives and docket all informal decedents' estates including ancillary estates and keeps records of same.
3. Prepares notices on all formal decedents' estates, adoptions, terminations of parental rights, special administrations, and name changes.
4. Prepares requests for home studies for adoptions and requests for certification of compliance with Interstate Compact on Placement of Children.
5. Prepares orders and issues applicable letters of authority on all formal decedents' estates.
6. Prepares cases for hearing days to ensure that all appropriate filings have been received and docketed and the matter is ready for hearing.
7. Prepares Findings of the Register and Letters of Authority on informal decedents' estates.
8. Reviews filings for preparation of abstracts regarding informal and formal decedents' estates and proofreads them with the Designee or other available personnel.
9. Invoices attorneys for fees using Quickbooks Pro.
10. Prepares abstracts, docket, and records them in the Registry of Deeds.
11. Prepares and docket Probate Notice to Creditors for publication and proofreads same with the Designee or other available personnel; emails same to Journal Tribune for publication and docket.
12. Prepares and docket Probate Notice list for publication and proofreads same with the Designee or other available personnel; emails same to Journal Tribune for publication and docket.
13. Prepares and docket special publications on informal and formal decedents' estates, adoptions, terminations of parental rights and name changes.
14. Prepares reminders regarding hearings and mails to attorneys and pro se parties.
15. Prepares and mails notices to heirs, devisees and interested persons on decedent estates, name changes and adoptions.
16. Docket and files miscellaneous documents (i.e., Sworn Statements, Claims, Demands for Notices, Inventories, Accounts, etc.)

17. Prepares compliances with Demands for Notice, sending copies, invoicing, and preparing affidavits as required.
18. Prepares affidavits of service by publication, dockets, and files the affidavits.
19. Provides assistance to attorneys and the general public in the office and over the telephone and directs them to the appropriate person for assistance.
20. Sells forms for all types of proceedings handled by the Probate office to attorneys and the public.
21. Opens incoming mail and distributes to the appropriate persons.
22. Makes copies as requested.
23. Posts outgoing mail through the postage meter.
24. Opens cash register and inserts start-up money in the morning.
25. Closes out cash register at the end of the day.
26. Prepares Certificates of Appointment, authenticated copies, motor vehicle certificates, name change certificates, certified copies and attested copies as needed.
27. Prepares orders and issues applicable Certificates of Adoption and Certificates of Name Change.
28. Prepares orders on petitions for termination of parental rights.
29. Scans all documents processed and places them in flat files in the appropriate order.
30. Prepares documents of returning Wills that have been filed for safekeeping.
31. Accepts and receipts filings from attorneys and the public.
32. Retrieves records from basement as needed.
33. Operates all common office machines.
34. Other miscellaneous typing as required.
35. Prepares, dockets and forwards Appeals to the Supreme Judicial Court involving formal decedents' estates, adoptions, terminations of parental rights and name changes.
36. Files return receipts for certified mail notices on formal decedents' estates, adoptions, terminations of parental rights, special administrations, and name changes.

37. Prepares appropriate orders and filings to be sent to Guardian ad Litem or attorneys for adoptions, terminations of parental rights and name changes.

38. Performs other administrative duties as assigned by the Register of Probate or Designee.

MIMIMUM QUALIFICATIONS

Knowledge of:

1. Considerable knowledge of clerical procedures and practices.
2. Considerable knowledge of grammar and punctuation.

Ability to:

1. Research, locate, interpret, and apply recorded information
2. Prepare correspondence and maintain records
3. Make accurate mathematical calculations
4. To develop and maintain effective working relationships with co-workers and the public.
5. Communicate effectively both orally and in writing and attorneys
6. Operate common office machines
7. Safeguard confidential information
8. Perform duties independently
9. Learn and use ICON docketing system

Education:

High School graduate or equivalent required.

NECESSARY SPECIAL REQUIREMENT

- Must be 18 years of age or older.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

Physical Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing and answering phones. The employee is frequently required to walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform said duties

Submittal Instructions

- Interested candidates must submit a York County application and resume to Human Resources no later than **Tuesday, January 5, 2021 at Noon.**

York County applications can be located and downloaded from the county website:
www.yorkcountymaine.gov

- Applications / Resumes can be dropped off or mailed to
York County Government
Attention Human Resource Department
45 Kennebunk Road
Alfred, ME 04002

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