

## Florence County Job Description

**Position Title:** Deputy Register in Probate

**Department:** Clerk of Court

**Reports To:** Clerk of Court

**FLSA Status:** Part-Time/Non-Exempt

**Salary Range:** TBD

**Salary Grade/Level:** TBD

**Position Summary:** Under the direction of the Register in Probate, the Deputy Registrar is responsible for maintaining and processing court records and for coordinating the flow of office documents, work, and information between the court, outside agencies and the public.

### **Essential Functions:**

- Process records for probate, adoptions, guardianships and mental files, including entering of case, docketing and monitoring case activity on state automated system.
- Prepare and organize case files for court activity.
- Schedules all case types for appropriate hearings to adhere to case processing guidelines, contacts attorneys and litigants to ensure availability for hearing.
- Drafts orders, judgments, warrants and other documents for Judiciary signature. Prepares cases for further collection and tax intercept.
- Records minutes of courtroom activities, swears in witnesses, jurors and bailiffs for court testimony. Processes substitution of judges, judicial transfers and assignments.
- Completes jury management, panel structure, distribution of summons and trial dates.
- Collects and receipts funds to appropriate case and accounts into automated systems and manual files.
- Complies with open record requests by conducting and verifying record searches and case reviews.
- Contacts appropriate state, county or local agency to resolve and clarify cases as needed.
- Provides information and assistance to case parties and general public regarding court policies and procedures.
- Researches statutes, administrative codes, legislative bulletins, bond schedules, etc. obtains correct site and information for entry and/or disposition of cases.
- Maintains confidentiality regarding Register in Probate records and operations.
- Close and balance monies received daily through state automated system.
- Other duties as assigned.

### **Supervisory Requirements:**

- N/A

### **Education:**

- High School degree or GED.

### **Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- One year previous experience in the legal system including exposure to legal terminology, court procedures and processes or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Knowledge of computers, business productivity software applications (i.e. spreadsheets, word processing, email, internet browsers, presentational software, etc.) and database applications and their use including specialized court system software and applications.
- Basic fundamentals mathematics, record keeping and office administrative procedures.
- Knowledge of statutory time frames and deadlines in processing and monitoring cases.

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- Knowledge of county administrative policies and procedures pertaining to the receipting of monies, purchasing and other administrative functions pertaining to the job such as typing, data entry, and filing.
- Ability to establish and maintain effective working relationships with employees, supervisors, judges, attorneys, officials, department heads, and the public.
- Ability to learn, interpret, and apply court rules and procedures.
- Ability to learn, draft and prepare court documents, legal documents; update and maintain court records, files and databases.
- Experience with customer relations and office etiquette procedures and practices.
- Using and applying department databases, software and case management applications.
- Proofreading documents and records for correct grammar, vocabulary, and spelling.
- Ability to perform duties and tasks that require considerable attention to detail, precision, accuracy and time frames or deadlines.
- Using and creating spreadsheets and general office productivity software/applications.
- Apply departmental and county policies and procedures pertaining to confidentiality.

### **Physical Requirements:**

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

### **Residency Requirement:**

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

### **Work Environment:**

- Office environment. Minimal noise level.
- Regularly exposed to outside weather conditions.

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### Employee Acknowledgement:

I acknowledge that I have received a copy of the Deputy Register in Probate job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

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Signature

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Date

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Printed Name