

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DEPUTY PROBATE REGISTER

General Summary

Under the supervision of the Probate Administrator/Register, acts as the main administrative assistant to the Administrator/Register in all aspects of overseeing 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. Regularly confers with and aids the Probate Administrator/Register on various matters affecting the operation of the court, including workload, file processing, computer system, financial, budgetary, and training issues.
2. Participates in the interviewing and selection of employees and responds to procedural questions, assists and instructs deputy register employees in their work, and may assist with training.
3. Helps ensure compliance with all reporting requirements and other directives of the State Court Administrative Office or other oversight body.
4. Assists the Probate Administrator/Register in monitoring files. Identifies potential problems or discrepancies for the Register or Judge.
5. Responds to inquiries related to genealogy research. Locates old files to produce information.
6. Ensures that office supply inventory is maintained and that authorized supplies are ordered through County vendor and purchasing department.
7. Aids the Probate Administrator/Register in serving as liaison between the Probate Court and various county departments.
8. Ensures that microfilming is done as needed.
9. Aids the Probate Administrator/Register in all accounting procedures and in the maintenance of the petty cash fund.

10. Assists the Probate Administrator/Register with special projects.

Other Functions

11. 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 all 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: Three years of experience as a 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: None listed.

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 in 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 enter and retrieve information from a computer.

Ability to lift and carry papers and books weighing up to 25 lbs to counter or work area.

Ability to access files.

Working Conditions:

Works in office setting