

VERMONT JUDICIAL BRANCH

PROBATE CLERK A

Court: Probate

Supervisor: Probate Judge

Job Code: 97090J

Exempt/Non-exempt: Exempt

Pay Grade: 10

Union Eligible: N

PURPOSE:

This position performs routine clerical work in the Probate Court requiring the application of some independent judgment and the interpretation of routine Probate policies and procedures which can be readily learned on the job. This position differs from the Probate Clerks B and C based on the degree of participation in the Probate Register=s and the Court=s responsibilities. The Probate Clerk A=s preponderant duties are typing, filing, recording and participating in routine aspects of the case process. Advice and assistance is available when unusual or difficult matters arise.

ESSENTIAL JOB FUNCTIONS:

- Records docket entries into permanent record books, assigning file numbers, establishing file folders and index cards.
- Maintains records and files in the vault.
- Types probate forms, certificates, letters, index cards, file folder labels and notices of various kinds such as those which appear in newspapers.
- Files letter, correspondence, petitions, motions and documents into proper folders.
- May set up folders for the different jurisdictions of the court.
- Photocopies documents for the permanent Record books.
- May answer routine questions from attorneys.
- May prepare routine correspondence.
- May assist the public in genealogical searches.
- May take dictation if skills permit.

OTHER DUTIES AND RESPONSIBILITIES:

Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Education: High School graduation or equivalent.

Experience: None

Special Requirement: Ability to type at a corrected rate of thirty-five word per minute.

Computer experience helpful, but not required.