

VERMONT JUDICIAL BRANCH

PROBATE CLERK B

Court: Probate

Supervisor: Probate Judge

Job Code: 93070J

Exempt/Non-exempt: Exempt

Pay Grade: 12

Union Eligible: N

PURPOSE:

Performs a variety of clerical functions including review of estate accounts, guardian and annual trust account for adequacy, accuracy, proper notice and compliance.

ESSENTIAL JOB FUNCTIONS:

Reviews wills, accounts, inventories and proposed decrees in estates to insure that proposed distributions conform to will, inventory, account and other documents.

Opens estates (testate and intestate) and guardianship estates and sends required documents to appropriate persons.

Reviews Court revenue reports, notifying fiduciaries or attorneys delinquent in paying their fees. Assist Probate Register in gathering data/information to prepare for hearings

Compiles and prepares quarterly statistical reports. Data includes number of hearings contested or uncontested, number of cases added and closed and licenses issued, and how many name changes relinquishments, adoptions, etc. the court processed.

Routinely assists ("works the counter") the public in preparing Probate forms, and in providing information on Probate policies and procedures.

May prepare routine correspondence.

May take dictation, if skills permit.

Types numerous forms in the course of performing the duties.

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: One year in a clerical capacity including six months in a legal setting.

College training may be substituted for the experience requirement on a semester for six months basis.

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

Special Note: Computer experience helpful, but not required