

VERMONT JUDICIAL BRANCH

PROBATE CLERK C

Court: Probate Courts	Supervisor: Probate Judge
Job Code: 97070J	Exempt/Non-exempt: Exempt
Pay Grade: 14	Union Eligible: N

PURPOSE:

This position provides full assistance across the board to the Probate Register and the Probate Judge in all matters, complex and routine before the Probate Court. This position does not have signature authority. Employees in this position have sole responsibility for a jurisdictional area and participate in almost every aspect of the administration of decedents' estates, trust estates, guardian estates, adoption cases, and other probate procedures and issues. They are responsible for in-depth knowledge of Probate Court procedures and often make independent operating decisions based upon this knowledge. Advice is usually available in difficult cases.

ESSENTIAL JOB FUNCTIONS:

\$ Opens and closes cases before the Probate Court.

\$ Reviews petitions before the Court to assure accuracy, completeness and conformance to the Vermont Statutes Annotated and the Vermont Rule of Probate Procedure.

\$ Schedules hearings and conference and notifies interested parties of same.

\$ Assists the Probate Register and Judge in gathering pertinent data and information of such hearings. This may include preliminary research of statutes.

\$ Examines inventories, motions, and other documents filed for full and proper completion.

\$ Assists fiduciaries in completing inventories and final accounts.

\$ Examines accounts for sufficient information and accuracy.

\$ Prepares annual notifications as required by law to all wards, guardians, and attorneys in guardian estates.

\$ Answers inquiries from the general public and attorneys, providing general Probate policies and procedures and specific case information. Contact with the public may include resolving complaints.

\$ May draft partial and final decrees.

\$ Answers routine correspondence.

\$ Types numerous complex and confidential documents.

\$ 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: Two years in a clerical capacity including one year in a legal setting

or

An Associate Degree in a related field.