

**VERMONT JUDICIAL BRANCH**

**PROBATE DOCKET CLERK**

|                         |                                  |
|-------------------------|----------------------------------|
| <b>Court:</b> Probate   | <b>Supervisor:</b> Probate Judge |
| <b>Job Code:</b> 94060J | <b>Exempt/Non-exempt:</b> Exempt |
| <b>Pay Grade:</b> 13    | <b>Union Eligible:</b> N         |

**PURPOSE:**

This individual assists the Probate Register by performing a variety of clerical functions including filing and maintenance of docket tickler system.

**ESSENTIAL JOB FUNCTIONS:**

Opens estate, guardianship and adoption files and sends required documents to appropriate persons.  
Routinely provides information to the public regarding probate policies and procedures.  
Assists public with completion of probate forms and with genealogical research.  
Assistance of public involves answering the telephone, preparation of routine correspondence and personal assistance at the window.  
Fills in for Probate Register during absences.

**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. Six months in a legal setting preferred.