

**VERMONT JUDICIAL BRANCH**

**PROBATE REGISTER A**

<b>Court:</b> Probate	<b>Supervisor:</b> Probate Judge
<b>Job Code:</b> 94070J	<b>Exempt/Non-exempt:</b> Exempt
<b>Pay Grade:</b> 17	<b>Union Eligible:</b> N

**PURPOSE:**

The Probate Register A provides organizational, technical and public relations work as custodian of the records and papers of the court in processing and maintaining the dockets, files and records under the jurisdiction of the Probate Court (Wills, administration of estates, trusts and guardianships, adoptions, name changes and uniform gifts to minors). This position authenticates and certifies all documents pertaining to the Probate Court. Work is performed with considerable latitude for the exercise of independent judgment and initiative.

**ESSENTIAL JOB FUNCTIONS:**

- Organizes the work flow of the Court and assuring that probate matters before the court are handled in a timely manner.
- Provides technical and procedural information to all interested parties, either by phone, in person, or by correspondence.
- Schedules formal and informal hearings and conferences, and notifies interested parties of the same. May determine what type of proceeding is needed.
- Maintains a docket sheet for each file.
- Conducts preliminary research in Vermont Statutes prior to presenting the issue to the judge. May draft decrees as required.
- Types numerous documents in draft and final form. May take dictation.
- Provides petitioners with appropriate forms, assists them in completing forms, collects appropriate fees, and reviews all pertinent documents for accuracy and thoroughness.
- Maintains accounting of money paid into Court and submits monthly check and quarterly summary of cash receipts to the Court Administrator's Office.
- Maintains statistics and submits quarterly reports to the Court Administrator's Office.
- Processes birth, marriage and death record corrections and establishments, marriage time waivers, and marriage authorizations in addition to responsibilities under the primary jurisdictional matters.
- Issues appointments of executors, administrators, guardians and trustee.
- Assures timely filing and compliance with statutes and Probate procedures.
- Prepares a variety of documents for the Judge's signature.
- Records all documents required by law to be recorded.

**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: Four years of clerical or secretarial experience including two years of secretarial work at or above an intermediate level or in a legal setting, i.e/ law office, court or business legal department.

OR

Education: Associates degree in a related field and

Experience: Two years of clerical or secretarial level experience.