

**PROBATE REGISTER
JOB POSTING**

Title: **Mason County Probate Register**

GENERAL SUMMARY:

Duties include all non-judicial acts and responsibilities, including estates, wills, trust, minor/adult/mentally disabled guardianships, minor and adult conservatorships, protective orders, and involuntary commitments.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

PRIMARY DUTIES AND RESPONSIBILITIES: (may include but are not limited to the following)

- * Directing case file management of the Probate Court, which includes: monitoring court files to ensure readiness for court processing, overseeing files through opening, closing and destruction, and processing all informal probate estates, wills, guardianships, conservatorship, and mental commitments in accordance with court rules, applicable laws, and statutes.*
- * Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines under the direction of the Probate Judge to protect the interest of the Probate Court and maintain the integrity of records in compliance with legislation, regulations, and policies.*
- * Provides prompt courteous service to Probate Court customers, both verbally and in writing.*
- * Complies with audits and reporting requirements of that State Court Administration Office (SCAO) dealing with the Probate Court*

EDUCATION, FORMAL TRAINING AND EXPERIENCE

- * 2 years of experience in the legal / court setting with probate experience preferred*
- * Bachelor's degree in a related field may substitute for 1 year of experience*

This position has competitive compensation with benefits.

The deadline for letters of interest and resumes is 07/07/2017.

Please send your resume and references to:

**Mason County Family Court
Att: Charles Gunsell
304 E. Ludington Ave
Ludington, MI. 49431**