

VERMONT JUDICIAL BRANCH

PROBATE REGISTER

Court: Probate Court

Supervisor: Court Operations Manager

Job Code: 94050J

Exempt/Non-exempt: Non-Exempt

Pay Grade: 19

Union Eligible: Yes

PURPOSE:

The Probate Register provides organizational, technical, and public relations work as custodian of the records and papers of the court and 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). 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 and is reviewed either through monthly or quarterly statistical reports.

ESSENTIAL JOB FUNCTIONS:

- Organizes the work flow of the Court and assures that probate matters before the Court are handled in a timely manner.
- Provides technical and procedural information to attorneys, fiduciaries, and the general public, including interested parties, either by phone, in person, or by correspondence.
- Schedules formal and informal hearings and conferences, and determines what type of proceeding is needed.
- Maintains official case files for each proceeding to include all documents received, all pertinent dates, all decrees and/or licenses issued and any other chronological information required.
- Conducts preliminary research in Vermont Statutes prior to presenting the issue to the Judge.
- Provides petitioners with appropriate forms, assists them in completing forms, collects appropriate fees, and reviews all pertinent documents for accuracy and thoroughness.
- Assist in preparing accurate accounting of money paid into the Court.
- Assist in gathering and preparing statistics for division reporting.
- 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 trustees.
- Follows up on open cases to assure timely filing and compliance with statutes and Probate procedures. Prepares a variety of documents, including orders, licenses to sell, decrees, etc. for the Judge's signature.
- Assists the general public in genealogical searches.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be

introduced at any time.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education: High School graduation or equivalent and,

Experience: Four (4) years of clerical or secretarial experience in a legal setting, i. e. law office, court, or legal department of a business.

OR

Education: Associates Degree in a related field and,

Experience: Two (2) years of clerical or secretarial level experience in a legal setting.