

FOREST COUNTY REGIESTER IN PROBATE DEPARTMENT

Position Description

Position Title: Register in Probate/Probate Registrar/Juvenile Court Clerk/Judicial Assistant

Back-Up

Reports to: Circuit Court Judge

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (35 Hour Work Week)

Pay Grade/Pay Structure: \$15.15-16.84 per hour

I. Position Summary:

Requires performance of statutory duties of a register in probate pursuant Wis. Stat. § 851.72. Provide complex clerical support for the court system. Performs clerking in the courtroom, clerical duties of filing case files and case documents appropriately, entering information on the Circuit Court Automation System (CCAP) for probate, guardianship, commitment, juvenile, termination of parental rights and adoption cases. Responds to phone and counter inquiries. Performs accounting tasks of average difficulty, plus receipting. Performs tasks in the alphabetic, numeric terminals used in a computerized system. Record searches, tracking probate files and correspondence with attorneys; annual accounting correspondence for guardianships, preparation of documents for commitment hearings. Performs other duties as required.

II. Essential Functions and Primary Duties:

- Schedule Probate, Commitment, and Juvenile proceedings.
- Maintain Court calendar.
- Prepare and modify jury instructions for each jury trial.
- Clerk minutes of Court proceedings, including administration of oaths and marking and collecting exhibits.
- Coordinate files for Court calendars.
- File documents in all types of actions (probate, guardianship, juvenile, adoption, termination of parental rights and commitment).
- Contact public defender or attorneys directly to obtain counsel on juvenile, guardianship and commitment matters.
- Maintain records of all court proceedings, including assignment of file numbers and maintenance of an index for tracking cases.
- Alphabetically file and index wills.
- Interpret, process, execute and certify Court orders.
- Report Court activity to Wisconsin Court Information System and Court Administrator.
- Report disposition of case to the proper agency, including: Vital Statistics, District Court Administrator, jail, hospital and others.
- Compose and type correspondence.
- Handle counter and phone inquiries, including taking messages for Judge, Court Reporter, attorneys and others.
- Receive money paid into the court, i.e., filing fees, etc. and prepare billings each month.
- Process all files from Court, providing proper follow-up to each file.

- Prepare and mail files on appeal.
- Open and maintain manual and computer files and records on court orders and cases; assign identification numbers, enter relevant information from documents, enter changes in court orders, interpret or seek assistance interpreting court orders, prepare cases and status reports for court use, perform other duties as directed by the Judge.
- Furnish routine information by telephone or at the counter to attorneys, state agencies, health care facilities, hospitals or the public, look up information from various sources as required, perform other related clerical office duties as required.
- Submit monthly reports to the Department of Health Services of the deadlines for filing claims against estates.
- Annually submit to the chief judge of the judicial administrative district the statement regarding the completion of annual reviews of protective placement orders.
- Certify copies of papers, records and judicial proceedings.
- Administer oaths.
- Attend various educational seminars.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

III. Additional Responsibilities

This position also requires that the worker be available if necessary to clerk Court proceedings which extend beyond normal work hours.

Requires performance of essential functions and primary duties of judicial assistant in judicial assistant's absence.

IV. Supervision

Receives direct supervision from the Circuit Court Judge. Work is performed under the direction of and serves at the pleasure of the Circuit Court Judge.

V. Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mostly sedentary in a typical office setting. Frequent walking and standing. Employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Essential functions require a high level of concentration and attention to detail.

It is of the utmost importance that the employee be able to maintain the strictest confidentiality in all aspects of services performed as required by law or imposed on the Circuit Court.

Employee has frequent contact with public. Requires work with a variety of individuals, including those needing assistance without the use of an attorney.

V. Minimum Qualifications

Education: Graduation from high school or equivalent, including or supplemented by training or experience in modern office practices and procedures.

Experience: Experience and training in handling money and financial accounts. Prior experience in legal or court related environment. Previous training and experience in word processing and personal computers. Previous training and experience in handling money, terminal operations, and bookkeeping procedures.

Skills, Knowledge and Abilities:

- Ability to communicate effectively, both orally and in writing.
- Working knowledge of the Court system.
- Working knowledge of basic accounting principles and procedures.
- Ability to maintain effective working relationship with the general public, fellow employees, legal community, law enforcement, and other county departments and employees relating to guardianships, commitments and juvenile cases. Considerable interpersonal skills are an asset in handling difficult and stressful situations.
- Ability to maintain strict confidentiality specifically regarding juvenile, guardianship, commitment, termination of parental rights and adoption files.
- Ability to operate standard office machines and equipment, including but not limited to electronic typewriter, telephone, photocopier, calculator, computer terminal and personal computer.
- Ability to write clear, concise reports, memorandums and correspondence.
- Ability accurately perform detailed work within strict time limits.
- Ability to project a courteous and professional image.
- Ability to accurately code, alphabetize and file cases and legal documents.
- Ability to learn quickly and follow detailed instructions.
- Considerable knowledge of legal terminology and processes.
- Typing skills of 50 wpm.
- Ability to code and interpret coded data.
- Ability to learn computerized records management.

Licenses and Certifications: Familiarity with notary public requirements and ability to obtain commission.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals:

Department Head: _____ Date: _____