

CHEBOYGAN COUNTY
JOB DESCRIPTION
Deputy Probate Register I, II, III and IV

GENERAL SUMMARY: Under the direction of a Probate Court Judge and Probate Register, is responsible for processing and maintaining the records of the Probate Court/Circuit Court-Family Division. Responsible for the entry of case information into the computer, preparation and processing a variety of documents in preparation for the court action, review files before court proceedings to ensure all necessary documentation is present and customer service.

Employees work as a team and are responsible for ensuring that the team meets its objectives.

ESSENTIAL FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Receive and enter all Petitions, assign case numbers, create files, appoint attorneys, schedule hearings and distribute pleadings to all parties.
- Send in electronic fingerprint by Lien.
- Abstract convictions to State.
- Process Diversion records.
- Monitor delays of disposition/held in abeyance cases/consent calendar pleas.
- Preparation of Court orders, notices of hearings, appointments of attorney and other documents ensuring compliance with mandated time frames and distribute to all interested parties.
- Licensing and lien checks.
- Filing of pleadings, reports, psychological evaluations and other documents.
- Distribution of all court orders.
- Entry of financial orders into the computer.
- Entry of placement changes for juveniles/neglect wards and changes in addresses for parents/interested parties and make attempts to locate interested parties whose whereabouts are unknown.
- Schedule hearings, show cause hearings and prepare bench warrants when necessary.
- Draft Orders, prepare report and account forms and other documentations and disburse accordingly.
- File reports of guardian ad litem, file, enter and review all annual reports from guardians and conservators and advise guardians and conservators of their responsibilities to the Court.
- Act as recorder or back-up recorder.
- Use electronic recording equipment to record court proceedings. Prepare a detailed log of activity during recording including identification of speakers, when witnesses are called with correct spelling of names, notations of actions and introduction of exhibits.

Monitor the recording to ensure an appropriate record. Play back testimony while in session if necessary. Maintain a log of recorded proceedings for permanent court record including names of parties, nature of proceedings and related information. Marks and maintains a record of exhibits and provides other assistance to the Judge in the courtroom.

- Prepare courtroom for proceedings, including checking operation of recording equipment, monitoring placement of microphones, ensuring sufficient supplies and ensuring readiness of case files.
- Compile statistics for agencies and prepare reports such as history report on minors for enlisting in the service, history reports for circuit court/DOC on repeat offenders, year-end caseload report for SCAO, drug audit report, annual court appointment report, semi-annual deficiencies reports, permanency indicator reports, caseload reports, child care fund expenditures and reimbursement reports,
- Filing, answer phones, receipt in monies.
- Receive and receipt payments, filing fees, attorney fees, restitution, reimbursements and other Court ordered payments.
- Enforcement of collections; send out monthly bills to youths and parents, work with Social Security and FOC to obtain cost of care payments, work with employers for wage assignments; appear in court to testify when required
- Handle restitution/vouchers/send checks to victim
- Monitor bills for payment, pay placement bills, vouchers
- Monitor budget expenditures
- Preparation of marriage licenses
- Provide judicial assistance as requested, including dictation and preparation of opinions, orders and other documents.
- Respond to inquiries at the counter and on the telephone providing case information, explaining court policies and procedures, interpreting court orders and providing procedural information to attorneys, law enforcement agencies, MDHHS, school officials, youths, military officials and the general public.
- Prepare official verbatim transcripts of preliminary examinations, appeals and other cases as requested. Proofreads transcripts, certifies copies and prepares billings as appropriate.
- Maintain files of transcripts, tapes and courtroom notes as required by court rules.
- Prepare appeal paperwork which includes typing and processing notice of filing of transcript and affidavit of mailing.
- Review and sort the Judge's mail, determines matters needing the Judge's attention or signature and process or distribute items.
- Schedule the Judge's calendar and make appointments.
- Assist in maintaining files for the Judge such as those related to correspondence and administrative matters.
- Receive calls of attorneys, defendants and others and determine which matters need the Judge's attention and respond to others.
- Perform a variety of support tasks such as maintaining supplies, searching for files, copying documents and related tasks.
- Preparing and submitting court files to Court of Appeals upon request.

- Close out cases when dismissed or closed, remove all duplicate documents in the social and exhibit files upon closure.
- Possess working knowledge of all aspects of the Probate Court, including adult, minor and developmentally disabled guardianships, adult and minor conservatorships, mental health, large and small estates, Wills, trusts, juvenile delinquency, abuse/neglect, adoption and name change procedures.
- Attend conferences and trainings as requested or recommended.

CUSTOMER SERVICE: This is a front-line position providing excellent customer service to the general public, agencies, local unit officials, attorneys, and other county employees. Service is provided in person, by telephone or email contact in a pleasant and professional manner. Individual must be able to communicate confidently, effectively, courteously and cooperatively.

JOB SKILLS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The following requirements are representative of the required knowledge, skills and abilities needed:

- Proficiency in English grammar, spelling, punctuation and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- General knowledge of Probate Court rules, applicable laws, policies and procedures.
- Ability to respond effectively to inquiries or complaints.
- Ability to write correspondence effectively and accurately.
- Ability to communicate in an effective manner.
- Ability to detect errors, determine causes and make corrections as appropriate.
- Skill in use of personal computer software, including spreadsheet development and word processing.
- Skill in operation of modern office equipment such as personal computer, facsimile, copies, calculator and telephones.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers and representatives of other agencies.
- Ability to explain policies and processes in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to apply sound judgment, solve problems, make effective decisions and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.
- Ability to read, analyze and interpret legal documents.
- Strong computer literacy skill (polycom, Microsoft Office, BS&A Software, AS400, Excel)
- Ability to handle difficult situations, problem solve and professionally resolve sometimes difficult conflicts.

- Ability to remain calm in stressful situations, must be able to multi-task and meet deadlines.
- Ability to work in a fast paced environment with frequent interruptions.
- Ability to work as a cooperative team player, offering to help others when needed, and considering larger organization/team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to team goals and objectives.
- High level of organization skills and detail oriented.

WORKING CONDITIONS: Employee must be flexible in daily schedule, work under stress, remain calm and maintain focus under demanding and often conflicting work schedules with rapidly shifting priorities, be present during deadlines and high stress periods of work and maintain regular attendance to efficiently process the volume of work. Employee must perform work according to County policies.

PHYSICAL ABILITIES: The position requires, but is not limited to the ability to perform the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements: ability to access office, ability to communicate, walking over uneven terrain, climbing of stairs, bending, stooping and kneeling, ability to enter and access information from computers and electronic equipment, ability to lift and carry items up to 30 pounds, ability to file and retrieve documents and equipment.

The qualifications listed above are intended to represent the preferred skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as a general guideline that should be considered along with other job-related selection or promotional criteria.

*Cheboygan County is an Equal Opportunity Employer and Provider.
Complaints of discrimination should be sent to: USDA, Director of Civil Rights, Washington, DC 20250-9410*