

CHEBOYGAN COUNTY PROBATE COURT
DEPUTY PROBATE REGISTER

Cheboygan County is seeking qualified applicants for the position as Deputy Probate Register.

Immediate Opening: Under the direction of the Probate Judge and Probate Register is responsible for functions pertaining to Probate Court.

Specific Requirements: High School graduate; ability to relate well to the general public; knowledge of computers and general office equipment; basic accounting skills; excellent clerical/secretarial, verbal and written communication skills, ability to multi-task and work under stress. Legal background required, as well as at least two years of office experience. Working knowledge of Adult, Minor, and Developmentally Disabled Guardianships, Adult and Minor conservatorships {conservatorship inventories and Probate bonds}, mental health , small and large estates, Wills/trusts, adoption, name change procedures, juvenile delinquency and abuse/neglect matters, balancing of accountings preferred.

Salary: Cheboygan County offers a comprehensive benefit package. Salary commensurate with qualifications and experience.

Application process: Please submit cover letter, resume and application to:

Cheboygan County Probate Court
ATTN: Patricia A. Hansen, Probate Register
P.O. Box 70
Cheboygan, MI 49721
231-627-8875 / 231-627-8868 (Fax)
www.registrar@cheboygancounty.net

Deadline: Open until filled. First review of applications is December 5, 2018.

Application available at: www.cheboygancounty.net
Cheboygan County is an EOE/Provider