

## **Probate Administrative Assistant**

Full time (35 hr work week) Monday -Friday

Hourly rate of pay – Starting at \$23.18 (effective 1/1/2025)

Application deadline Friday December 20, 2024

### **Job Summary:**

- Assists the Register of Probate and performs specialized and general duties in the general operation and administration of the Probate Court. The Probate Administrative Assistant must effectively interact and work with the Deputy Register of Probate, Judge of Probate, other Probate Court staff, general public, members of the legal community, private and public agencies and interdepartmental members within the county organization.
- The aspects of the position require a person to work independently and with others and be able to deal with high levels of stress that comes from dealing with people who often come to the court in the midst of personal and family crisis. Must be able to deal with occasional confrontations with enraged parties involved in sensitive domestic probate matters and disgruntled members of the public and the legal profession.
- Must be able to lift and move heavy dockets and books.

### **Confidentiality:**

It must be recognized that sensitive matters, personal and economic, come to the knowledge of the court office/staff just by being present. The confidentiality of some such information is controlled by law, but all such information is to be treated as a professional should treat it. Adoptions, surrenders and releases, consents and child protection matters must be held in strict confidence. In other matters, there is a need for understanding of appropriate discretion, judgment, accuracy, and confidentiality, non-dissemination of use of information acquired by reason of being present and gaining knowledge of other people's affairs.

### **Essential Job Functions:**

- Receive applications, petitions, complaints, motions, miscellaneous pleadings, appeals and other documents; review filings for clarity, completeness and accuracy; assign master docket numbers to new cases; index and enter new filings and subsequent filings on the docket. Establish new file folders for new cases.
- Impose and receive filing fees and other court related fees and make receipts for same.

- Prepare findings and acts of the register, letters of authority and various certificates, notices to heirs, devisees, beneficiaries or any other interested party and certificates and abstracts for delivery of same for recording in the Registry of Deeds.
- Prepare various certificates of appointment, authentication, attesting and certifying probate documents.
- Assist in drafting applications in informal proceedings, petitions or sworn statements relating to the closing of estate that have not been contested prior to the closing, petitions for change of name and petitions for guardians of minors.
- Assist in processing appointments of attorneys, guardians *ad litem* and visitors, i.e. Prepare appointments for the Judge, after appointment, contact appointees for their acceptance and prepare appropriate paperwork for the appointee.
- Prepare official probate notices for service on interested parties in various probate proceedings and ensure completion of service by certified mail, personal service or as otherwise allowed by Maine Rules of Court.
- Prepare Affidavits of Service upon completion of notice.
- Assist the public, legal community and agencies regarding probate procedure.
- Perform specialized clerical work as required during and following Probate Court hearings.
- Facilitate all bookkeeping aspects, i.e. maintain ledger of fees received, maintain a record of accounts receivable, prove daily fees receipts, prepare deposits and deliver same to financial institution on a daily basis. Enter all daily receipts on bookkeeping ledger, reconcile monthly bank statements, prepare reports for monies that are turned over to the County Treasurer each month and prepare a final report at the end of each year.
- Manage and maintain records for court ordered annual guardianship reports, i.e. keep a current list of guardians who must report, send out monthly reminders that reports are due and record when the report is received and filed.
- Manage and maintain record for conservators' inventories, i.e. Keep a current list of conservators who must file their inventory within the required time, send out reminders that inventory is due and record when the inventory is received and filed.
- Manage and maintain record for court ordered annual accounts of conservators, i.e. keep a current list of conservators who must account, send out monthly reminders that accounts are due and record when the report is received and filed. Provide training for conservators in accounting procedures and assists them as required. Audit accounts prior to notice and hearing.
- Track weekly and maintain recording log for court hearings, pre-trials, conferences and reviews.

- Track weekly probate related public notices published in newspapers for clipping, preparing affidavits of service and docketing of same.
- Track and clip obituaries from newspapers for decedents' estates.
- Receive telephone calls and answer numerous questions or direct calls to the appropriate person.
- Deliver and pick up mail daily and sign for specific mailings as required.
- Hand out appropriate form packets for each proceeding as requested.
- Manage and maintain department inventory.
- Manage and maintain inventory of Official Probate Forms.
- Manage and maintain office supplies.
- Manage and care of files, papers and books belonging to the Probate Court.
- Provide Notary Public services.
- Act as agent for Passport Services and accepts applications and process same.
- Take and develop passport photos in accordance with U.S. Department of State specifications.
- Track and maintain log for processed Passport applications.
- Keep abreast of changes in Passport rules and regulations.
- Promote and maintain positive responsive community relations.
- Maintain current knowledge of profession through trends and practices in the field through peer association, attendance at seminars, course study and review of literature.
- Perform other similar and related duties as required.
- Unlock and open the office each workday and secure and close the office at the end of each workday
- This description is not an exhaustive list of duties and responsibilities associated with this position. Management reserves the right to revise these responsibilities or require other tasks be performed when circumstances change.

**Job Related Skills and Qualifications:**

- Knowledge and understanding of the Probate Code and applicable laws and Rules of Court.
- Must effectively interact with the public, Register, Deputy Register of Probate, Judge of Probate and other probate court staff members, members of the legal community and private and public agencies.

- Ability to communicate legal ideas and/or decisions to a variety of audiences in a clear, comprehensive and professional manner.
- Must be sensitive to diverse personalities, lifestyles and orientations.
- Must possess excellent knowledge of general office practices and procedures.
- Ability to operate and maintain all office equipment.
- Must possess excellent organizational, communication and telephone skills both verbal and written.
- Must have excellent keyboarding skills.
- Must be skilled in the use of computers and knowledge of Microsoft Word and Excel programs preferred.
- Ability to use TABQUIK labeling program for making labels for all case files
- Ability to use QuickBooks Pro software for bookkeeping purposes.
- Must be able to use the Probate Court Docket Management System (ICON) program.
- Must keep abreast of numerous changes in the laws, rules and Law Court decisions.
- Must work independently, perform multiple tasks and meet deadlines with a high degree of accuracy.
- Must maintain a high degree of confidentiality of highly sensitive information.
- Ability to maintain a dignified, calm and respectful demeanor under stressful situations.
- Ability to effectively manage and diffuse conflicts in tense situations. Intuitive and discerning qualities are essential to this position.
- Must be able to act quickly, effectively and with accuracy in emergency proceedings.

**Education/Training and Experience:**

- A minimum of completion of high school or equivalent with emphasis on office and business skills including typing, filing, written, verbal and computer skills.
- The position requires at least three to four years on the job experience to perform duties with competence and proficiency.
- Prior training and/or experience as a paralegal, legal secretary, municipal clerk or general office manager are preferred.

**Benefits:**

- MainePERS Retirement plan (1x option to join upon hire)
- 457B plan

- Various voluntary benefits with Colonial Life and/Standard Insurance
- Paid basic life insurance (1x annual salary)
- Work environment is collaborative and supportive
- Paid time off (sick and vacation, personal day)
- Health and Dental

**Schedule:**

- Monday to Friday (daily hours to be determined)

**Job Location:**

- 103 Church Street, Belfast Maine (requires in person)

Please email all application information to Human Resources at

[personnel@waldocountyme.gov](mailto:personnel@waldocountyme.gov)

or mail to:

**County of Waldo**

**Human Resources**

**39 B Spring Street Belfast, ME 04915**

***As an Equal Opportunity employer, Waldo County Government embraces a culture of respect and awareness. We are committed to creating a strong sense of belonging for all team members, and our process ensures an inclusive environment to applicants of all backgrounds including diverse race, color, sex, sexual orientation or gender identity, physical or mental disability, religion, age, ancestry, national origin, familial status or genetics.***