

# Probate Court Administrator



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

C44

### Bargaining Unit

Court Salaried

### Reports to

Probate Court Chief Judge

### Supervises

Probate Court Staff

### Position Category

Manager

### Summary

Responsible for the intake and filing of petitions and other legal documents related to estates, wills, guardianships, conservatorships, mental commitments, and other probate matters to ensure that case files and records are properly processed, maintained, and available for court proceedings. Supervise probate court staff and make decisions concerning personnel management, case flow management, fiscal management, jury management, program planning, facilities management and security, and other administrative functions. Act as an Attorney/Attorney Referee and conduct preliminary inquiries and hearings, pre-trials, adjudication hearings, and consent hearings concerning domestic relations, delinquency, neglect, and abuse matters.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Schedule and conduct hearings in uncontested supervised estates and independent probate matters. Sign orders regarding appointments, letters of authority, inheritance tax, and residue assignments.
2. Conduct hearings on domestic relations matters, neglect, abuse, and other matters as permitted by law by administering oaths, taking testimony, interviewing parties, questioning witnesses, admitting evidence, and preparing written reports for the court case finding and recommendations.
3. Share an "on call" after hours responsibility with the Probate Judge and Family court attorney referees regarding any emergency orders.
4. Supervise and participate in the intake and filing of petitions and other legal documents related to estates, wills, guardianships, conservatorships, mental commitments, and other probate matters. Oversee case processing activities that include the receiving and filing of probate court legal documents. Receives Last Will and Testaments for safekeeping and move them to appropriate case files.

5. Prepare proposed budgets for judicial review and approval, present the budget to the county board. Authorize and monitor all budget expenditures and maintain sound financial control. Oversee and process billings and invoices for court appointed attorneys, public guardians, conservators, office supplies, and other purchases. Verifies billings and invoices and issue payment vouchers. Resolve any collection, disbursement, and accounting-related irregularities.
6. Schedule and issue notices for estate, mental, developmentally disabled, trust and drain proceedings. Prepare, mail, and maintain record of any fiduciary notices, reminders, and billings. Open, date stamp, sort, review, and distribute all incoming mail and prepare outgoing mail.
7. Supervises the implementation of an effective case flow management system to ensure that cases are processed in accordance with case flow management guidelines and standards. Prepares and submits case activity and other reports to the Michigan Supreme Court and state-operated information systems as required by the State Court Administrative Office, court rule, and state statute. Completes calendaring by operating computer terminal to enter, access, update, and correct both case and financial information. Attend judicial council meetings and oversee courthouse security meetings.
8. Provide orientation, training, and updated information to guardians, conservators, and guardians-ad-litem concerning new laws and requirements governing their respective fiduciary duties. Researches and maintains a current working knowledge of court rules, court operations, state law, and federal law regarding probate proceedings, domestic relations, delinquency, neglect, abuse, and other matters.
9. Audits inventories and accountings for accuracy, completeness, and compliance pursuant to applicable statutes and court roles. Notifies parties of any errors and procedures for making corrections.
10. Directs activities of probate staff and coordinates and oversees personnel and labor functions. Coordinates the process for implementing emergency guardianships and mental health pickup orders with various professionals.
11. Coordinate with the Probate Judge to ensure the proper receipt, preservation, and delivery of election returns during and after normal work hours.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position manages all employees of the Probate Court Staff team and is responsible for the performance management of the employees within that department.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required to access County buildings and other locations for training purposes.

## **Required Education and Experience**

1. Ph.D, Ed.D, MD, or JD related law degree.
2. Three (3) years of probate or family law experience and/or an equivalent combination of education and experience.
3. Three (3) years of computer, keyboarding, and electronic legal research skills.
4. Membership in the Michigan Bar Association and the Allegan County Bar Association.

## **Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_