

## FAIRFIELD COUNTY

JOB TITLE: ADMINISTRATIVE ASSISTANT / DEPUTY  
PROBATEGENERAL STATEMENT OF JOB

Under general supervision, performs advanced secretarial, clerical, and specialized office duties assisting the Probate Judge in processing and maintaining records and documents as required to close estates. Performs other related duties such as issuing marriage licenses, collecting fees, maintaining adequate inventory of office supplies, etc. Reports to the Probate Judge.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Opens estates as appropriate.

Receives, reviews and processes all Probate records and documents including appraisals, accountings, closing documents, certifications, exemplifications, etc. Completes forms and prepares files for estates. Prepares items for microfilming.

Determines if probate is required. Schedules appointments and hearing dates as appropriate. Arranges for use of courtroom and prepares courtroom for hearings.

Provides assistance to the public by phone and in person with regard to the probate process.

Prepares creditor's notice for newspaper.

Closes estates as appropriate.

Collects probate fees and court fees.

Responds to requests for copies of estate records.

Maintains a complex filing system for the office.

Maintains an adequate inventory of office forms and supplies. Prepares purchase requisitions as appropriate.

Operates and maintains a variety of office machines and equipment such as computer, typewriter, copier, calculator, microfilm camera, etc.

#### ADDITIONAL JOB FUNCTIONS

Prepares and issues marriage licenses.

Performs other related duties as required.

#### MINIMUM TRAINING AND EXPERIENCE

High school diploma with vocational/technical school training in office operations and three to five years of office experience, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

#### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriter, calculator, copier, microfilm camera, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as various court documents, various estate documents, payment receipts, billing statements, newspaper copy, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisor, attorneys, Judge, and the general public, etc. with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems such as accounting, probate court systems, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### PERFORMANCE INDICATORS

**Knowledge of Job:** Has comprehensive knowledge and experience in the Probate Court System or highly related legal field. Has extensive knowledge to handle and accurately account for cash. Is able to organize and maintain files. Has the ability to schedule appointments and hearings and follow through with same. Is able to communicate effectively both orally and in writing. Is able to make calculations related to the assets, personal and real property of estates on all Probate matters. Has the ability to type and produce neat and accurate permanent Probate records. Is able to establish and maintain effective working relationships with fellow staff and general public. Is able to operate and maintain a variety of office equipment. Is able to complete duties in a timely manner as appropriate.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**