



Mark A. Hackel  
County Executive

## Deputy Register

Probate Court  
Mount Clemens, Michigan

**Salary - \$32,104.36 to \$36,690.59 Annually**

### **JOB SUMMARY:**

Under direction, performs difficult and complex clerical duties involving the processing of legal documents requiring extensive knowledge of legal procedures in the assigned area; prepares and processes court documents required in setting cases for hearing and carrying out directions of the judge; assists the public and attorneys in procedures relative to matters under the statutory jurisdiction of the Probate Court; reviews files and papers for accuracy, completeness, and conformance to Probate Court Rule; performs related duties as assigned.

### **QUALIFICATIONS (EDUCATION AND EXPERIENCE):**

#### REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test, preferably supplemented with business school or college courses in general business.

A minimum of two (2) years of clerical experience, preferably within a court or legal setting.

### **BENEFITS:**

We offer health, dental and vision plans that offer flexibility and choice along with a generous time off policy and a 401(a) retirement plan. Visit our website at <http://hrlr.macombgov.org> for more details on our exceptional benefit package.

### **HOW TO APPLY:**

This job posting closes at 5:00 p.m. on Friday, February 15, 2019.

For a complete job description, benefits information and online application instructions, please visit our website at <http://hrlr.macombgov.org>

**THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER**