

JOB ANNOUNCEMENT

Berrien County Trial Court – Family Division
St. Joseph, MI

Deputy Register (Probate): Full-time position available in Berrien County, Michigan
Salary: \$28,255

Required: Associate's Degree and/or paralegal certification; **OR,** high school diploma or GED and a minimum of two years of legal or government office experience and a net typing speed of 40 words per minute. Possession of a valid vehicle operator's license. Regular, reliable, and predictable attendance is required.

Note: Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken, and successfully passed, the typing test at the net speed.

May be required to obtain and maintain SCAO Certified Electronic Operator certification.

Desired: Knowledge of applicable Michigan codes, statutes, and court rules.

Duties: Under supervision of the Intake Manager-Juvenile Register and/or Probate Register, performs clerical/administrative tasks including maintenance of an accurate record and information retention system on a variety of Family Division cases. Schedules hearings and case conferences, prepares paperwork and certified documents, answers the phone and responds to inquiries. Types material and uses a computer to maintain information. Receives petitions, orders, inventories, accountings, and other legal documents related to juvenile, child protective and probate proceedings and examines them for sufficiency, accuracy, and completeness. Responds to inquiries from citizens, attorneys and others; provides information, receives and receipts filing and other statutory fees. Attends court hearings and assists as required in creating court records of proceeding, responds to any procedural and factual questions of the judge and docket judge's order and follows up on any instructions beyond the order. Schedules case conferences, citation hearings or show cause hearings for those fiduciaries that are not fulfilling their responsibilities in a timely manner and arranges service on interested parties for those conferences/hearings. Processes mental commitment cases. Performs a variety of tasks, including receiving and filing wills, making certified copies of documents, maintaining case activity statistics, computing fees, processing mail. Other duties as assigned.

BERRIEN COUNTY, MICHIGAN – A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer