



**Mark A. Hackel**  
County Executive

**Deputy Register (Part-Time)**  
**Probate Court**  
**Mount Clemens, Michigan**  
**Salary - \$15.70 - \$19.91 Hourly**

**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.

**HOW TO APPLY:**

This job posting closes at 5:00 p.m. on Tuesday, September 24, 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**