

**Jefferson County
Position Description**

Name: _____ **Department:** Clerk of Courts
Position Title: Register in Probate **Pay Grade:** _____ **FLSA:** Exempt
District Court Commissioner
Date: _____ **Reports To:** Clerk of Courts

Purpose of Position

Performs case management for all probate cases including formal probate, guardianship, mental commitment, adoption, and termination matters. Presides at hearings. Is also appointed under Chapter 757 of the Wisconsin Statutes and governed by Supreme Court Rule Chapters 75 (Circuit Court Commissioners) 60 (Judicial Code of Ethics) and 32 (Continuing Education for Wisconsin Judiciary). This position is assigned as a backup family court magistrate.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts as Register in Probate/Registrar/Probate Commissioner and Juvenile Clerk and performs other Circuit Court Commissioner duties as assigned.
- Appoints Guardian ad litem and other counsel as directed by the judges, reviews attorney billings for accuracy, and adds assessments to the database
- Assures that guardians and wards of the state are treated appropriately according to the law.
- Attends court and takes minutes as necessary in all probate/juvenile case types heard before the assigned circuit court judge
- Collects and receipts filing fees and assessments.
- Conducts telephone probable cause hearings on Saturdays.
- Determines informal probate completeness, jurisdiction, proper notice, wills, personal representative qualifications, and necessity of signature or surety bonding and collects appropriate filing fees.
- Drafts orders, memorandums, and minutes from each hearing.
- Educates the pro se litigants and attorneys on the forms necessary to proceed with action and the purposes of each step of the legal process.
- Enters cases into data base system, scans appropriate documents.
- Issues search warrants for blood draws for persons arrested for OWI.
- Maintains order in the courtrooms and meetings during situations where parties may be extremely upset, emotional, or agitated.
- Manages and archives and records, ensuring that documents are disposed of properly.
- Manages cases and annual reporting for guardianships and pro se guardians. Refers cases for review as to improper use of wards funds. Monitors cases for annual filings and reviews, schedules hearings as required, and reviews accounts in estates, guardianships, trusts, and conservatorships.
- Performs administrative and procedural duties including communicating with the Circuit Court Judges, Clerk of Courts, Child Support Agency, and other administrative or legal personnel.

- Performs case management duties for all probate and juvenile case types by entering/scanning data into the CCAP computer database. Updates financial assessment data as required.
- Performs records review and research as requested, ie: handgun hotline requests and genealogy requests.
- Prepare vital statistics forms; issues and signs domiciliary letters.
- Prepares annual report to Chief Judge regarding Protective Placements, submits a monthly report to the Department of Health Services regarding deadlines for filing claims against estates, and forwards reports to school districts when felony delinquency matters are filed/disposed.
- Presides at hearings in Informal cases as Registrar, in uncontested formal probate matters as probate commissioner, and in other case types as Circuit Court Commissioner when assigned.
- Presides over probate matters and cases; manages probate matters including formal probate, guardianship, mental commitment, adoption, and termination matters.
- Renders decisions consistent with the law.
- Reviews files and documents for completeness and accuracy.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Presides at temporary orders hearings in divorce cases, and in proceedings to revise and enforce family court orders for legal custody, physical custody, child support, and maintenance, etc.
- Presides at paternity proceedings, other proceedings to establish or revise child support, and contempt-of-court proceedings for failure to pay support.
- Presides at small claims pre-trial and trials.
- In judge's absence, presides at injunction hearings, criminal intake court, preliminary hearings, mental health emergency commitments, etc.
- Settles cases at early stage, or by pre-trial orders narrows and focuses issues for trial.
- Performs case management including daily review and response to motions and correspondence assigned to cases.
- Appoints Guardian ad litem, orders mediation, orders additional studies or appraisals.
- Presides at traffic and forfeiture trials.

Minimum Training and Experience Required to Perform Essential Job Functions

Twelve years related experience and/or training; and a master's degree or higher. Juris of doctorate.

Preferred Training and Experience Required to Perform Essential Job Functions

Fifteen years or more related experience and/or training; and a master's degree or higher.

Other Requirements – Certificates/Licensures

Wisconsin Bar, licensed attorney.

Valid driver's license.

Guardian ad Litem Training.

Knowledge, Skills, Abilities

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to reliably and predictably carry out one's duties.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to treat litigants in a courteous manner while maintaining the safety and security of all personnel in the courtroom.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
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- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of County government legal structure and interrelationships between governmental units.
- Knowledge of Federal and State civil and criminal laws and regulations applicable to the delivery of individuals in the court system, including record retention and privacy issues.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Knowledge of rules and regulations concerning what information may be provided, and how information is to be entered into the system.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

Involves leadership role such as directing of others to complete assignments; others may include employees working in shifts or crews, work-study students, temporary support, part time staff, or other individuals assigned in one’s area of responsibility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____

Date _____

Supervisor _____

Date _____

Human Resources _____

Date _____