

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Register of Wills Office
Classified, GRADE 4
35 Hour Week

WILLS CLERK

GENERAL STATEMENT OF DUTIES: Performs a variety of clerical tasks; typing related to will documents; public contact; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work in this class involves primarily the performance of clerical and related office tasks of a standardized nature, such as performing filing, receptionist or micrographics copying, etc., requiring the exercise of ordinary judgment. Supervisors are available for consultation on new or difficult assignments. The work is reviewed by immediate observation, cross checking, periodic or spot checks.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative only)

Enter and maintain accurate records regarding wills and estates;
Type and mail warning letters to past due probated estates;
Read, sort, stamp and route incoming and outgoing mail;
Act as receptionist, greeting the public and answering telephone calls;
Type, cross index, and maintain correspondence and legal documents to be filed;
Collect fees, deposit into proper accounts and transmit weekly deposits;
Post and balance daily fees and receipts;
Operate equipment to digitally scan and micro film documents;
Prepare and mail monthly invoice for copies to attorneys and title searchers;
Assist departments or the general public in researching information;
Deliver materials and supplies;
Perform general clerical and office duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of office terminology, procedures, and equipment; good knowledge of basic arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; ability to sort, file numerically and alphabetically; ability to type at acceptable rate of speed; willingness and ability to adapt to new office procedures as required, including computerized office procedures; working knowledge of personal computers and pertinent office applications; regular and timely attendance;

performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

Est. 07/01/04