

## KENT COUNTY POSITION DESCRIPTION

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

Office of the Register of Wills  
Pay consistent with Grade 10  
FLSA exempt position

### **CHIEF DEPUTY REGISTER OF WILLS**

**GENERAL STATEMENT OF DUTIES:** Performs supervisory duties of a varied and complex judicial nature; provides support to Vice Chancellors and Chancellor (Judges) of Chancery Court; inspects and reviews legal documentation for compliance with Chancery Court rules and the Delaware Code; assists and acts on behalf of the Register, in the absence of the Deputy, to assure compliance with the laws and rules relating to the administration of wills and estates; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is appointed by the Chancellor or Vice Chancellor resident (Judge) in the County and serves at his pleasure per 12 Del. C. § 2507; assists in the planning, management and supervision of the overall operations of the Register of Wills office to assure its compliance with the laws and rules of the Chancery Court independently and through the instruction of the Chancellor and Vice Chancellors (Judges); interacts with attorneys and the public to open, close and administer estates and may also be deputized and assigned the authority to make actions legally effective as prescribed by law.

**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; work requires kneeling, crouching, standing, fingering, climbing, lifting, reaching, stooping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

#### **EXAMPLES OF WORK:** (Illustrative Only)

Open and close estates and answer questions relating to estate administration;  
Audit office accounts and justify the debts of the administrator of estates.  
Issue summons for court appearances and serves as the Clerk of the Court.  
Oversee the preparation and management of the office budget and related financial reports;  
Supervise, plan, distribute and evaluate the work of subordinates;  
Develop office policies and procedures for review by the Register of Wills;  
Direct and manage special projects as needed;

Review and answer correspondence;  
Coordinate office programs with other County elective offices and State of Delaware departments;  
Supervise record management;  
Serve in liaison capacity between the office, attorneys and the general public;  
Review all documents for legality and proper recording;  
Operate all general office equipment in the course of duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of laws and regulations relating to the activities of wills, probate and estate administration; ability to draw valid conclusions; thorough knowledge of administrative principles; good knowledge of standard legal forms and procedures; ability to establish and maintain effective working relations with judges, court administrators, department managers, the legal community and the general public; ability to communicate courteously and effectively, both verbally and in writing; demonstrated ability to manage operational functions and supervise personnel; tact and courtesy; excellent working knowledge of personal computers; regular and timely attendance; performance of duties in a safe manner; good professional judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: Associates degree from an accredited college or university in para-legal studies, or related field with considerable experience in court operations or legal services; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgment

Eff. 07/01/03

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