

## KENT COUNTY POSITION DESCRIPTION

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

Office of the Register of Wills  
Pay consistent with Grade 8  
FLSA exempt position

### **DEPUTY REGISTER OF WILLS**

**GENERAL STATEMENT OF DUTIES:** Performs clerical tasks of a legal nature in the operation of the Office of the Register of Wills; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is appointed by and serves at the pleasure of the Register of Wills; assists and acts on behalf of the Register, which requires specialized knowledge, experience and ability to assure compliance with the laws and rules relating to the administration of wills and estates.

**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, crawling, feeling, grasping, handling, pulling, pushing, reaching, stooping, walking, 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)

Assist individuals and the legal community seeking information or to open and close estates;  
Prepare documents related to the probate of estates;  
Analyze and record all probated estates;  
Receive and record fees as required;  
Answer the telephone in a professional manner;  
Maintain knowledge of information pertaining to the duties and procedures of the office;  
Participate in development of office procedures and processes;  
Coordinate and perform staff training programs;  
Collect required information to complete office document;  
Maintain records and legal documents;  
Prepare correspondence for Register, as directed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of State and regulations pertaining to the recording and filing of documents in the office; good knowledge of the

system of entering, indexing, recording and filing wills and related documents; ability to understand and follow oral and written instructions; ability to maintain effective working relationships with fellow employees, the general public and the legal community; excellent working knowledge of personal computers; regular and timely attendance; performance of duties in a safe manner; good professional judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with considerable experience in clerical and judicial work, including some supervisory experience, supplemented by computer courses training; or any equivalent 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

EST. 07/01/03

Rev. 07/01/15