

Title: Deputy Register Of Wills
Department: Office of the Register of Wills
Division/Office: N/A



Grade 2114; FLSA Exempt position; Category: Appointed; Job Code: DROW; Rev.:07/01/2021

General Description

The incumbent is selected and employed by the Register of Wills, who may discharge the incumbent at any time. The Register of Wills is responsible for all official acts, neglects and defaults of the incumbent while employed in this position. The incumbent shall be possessed of all the authority of the Register of Wills, and in the absence or disability of the duly elected Register of Wills, shall perform all the duties of the office until the vacancy so created shall be filled as required by the Constitution or statutes of the State.

This position works under general supervision, independently developing work methods and sequences. *Position eligible to participate in classification and pay plan per County policy.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Maintains office standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Assists individuals and the legal community seeking information or to open and close estates.
- Prepares documents related to the probate of estates.
- Analyzes and records all probated estates.
- Receives and records fees as required.
- Answers the telephone in a professional manner.
- Maintains knowledge of information pertaining to the duties and procedures of the office.
- Participates in development of office procedures and processes.
- Assists with staff training programs.
- Collects required information to complete office document.
- Maintains records and legal documents.
- Prepares correspondence for Register, as directed.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by the equivalent of one (1) year of specialized training or coursework and six (6) years of clerical and judicial experience, including supervisory experience, or any equivalent combination of education, experience, and training.

Additional Requirements:

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.

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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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.

Americans with Disabilities Act 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 fingering, 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 deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement