

Title: Wills Clerk II
Department: Office of the Register of Wills
Division/Office: N/A



Grade 2111; Hourly position; Category: Classified; Job Code: WCII; Rev.:07/01/2021

General Description

The purpose of this position is to provide a variety of clerical support related to will documents.

This career ladder series position works under general supervision of the Chief Deputy or Deputy, independently developing work methods and sequences.

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.

- Enters and maintains accurate records regarding wills and estates.
- Types and mails warning letters to past due probated estates.
- Transfers jointly owned property to appropriate party.
- Transfers estate to proper heir.
- Reads, sorts, stamps and routes incoming and outgoing mail.
- Acts as receptionist, greeting the public and answering telephone calls.
- Types, cross index, and maintain correspondence and legal documents to be filed.
- Collects fees, deposits into proper accounts and transmits weekly deposits.
- Posts and balances daily fees and receipts.
- Operates equipment to digitally scan and microfilm documents.
- Prepares and mails monthly invoice for copies to attorneys and title searchers.
- Assists departments or the general public in researching information.
- Prepares various recurring and special reports.
- Delivers materials and supplies.
- Trains new staff in office operations.
- Performs general clerical and office duties as assigned.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by two (2) years of clerical experience associated with legal documents or any equivalent combination of education, experience, and training.

Additional Requirements:

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.

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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