

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



Grade 2113; Hourly position; Category: Classified; Job Code: WC3; Rev.:07/01/2021

### **General Description**

The purpose of this position is to provide a variety of clerical work of a legal nature related to will documents.

This single position class works under general supervision of the 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.*

- Coordinates, assigns and reviews work and establishes work schedules; maintains 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.
- Trains, supervises, and assists other Wills Clerks with work assignments.
- Collects required information to complete office document.
- Maintains records and legal documents.
- 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 four (4) years of clerical and judicial experience or any equivalent combination of education, experience, and training.

### **Additional Requirements:**

Considerable 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.

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Employee Acknowledgement