



Position Available
Job Title: Deputy Probate Register
Hourly Salary Range: \$16.31 – \$19.29

Under the supervision of the Probate Register, the Deputy Probate Register performs a variety of duties including; opening, closing, analyzing, and preserving files and documents pertaining to estates, commitments, guardianships, and other probate matters.

Benefits Include: Hybrid Pension – 1% Employee Contribution
Health, Dental & Vision Insurance – 20% Employee Contribution
Paid Vacation & sick Leave, 13 ½ Paid Holidays a Year
Life Insurance
Long-Term and Short-Term Disability Insurance
TPOAM Union
Longevity

Requirements:

- Ability to become a Notary Public and obtain a Certified Electronic Operator Certification.
- Ability to communicate effectively with customers, attorneys, Judges, SCAO personnel, register, coworkers, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using a well-modulated voice.
- Ability to comprehend various reference books and manuals, including Michigan Court Rules, Bar Journal, mental health code, computer handbooks/manuals, Michigan Probate Sourcebook, etc.
- Ability to accurately record and deliver information, meet deadlines, and maintain the confidentiality of restricted information.
- Ability to learn and understand legal and accounting terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Typical Duties:

- Intakes, reviews, and files documents relating to guardianship, conservatorship, estates, trusts, wills, and other probate matters.
- Open and close files, type orders after hearings.
- Conducts scheduling of hearings for Probate Court; schedules and coordinates emergency guardianships.
- Researches Michigan statutes for accuracy.
- Complies with all applicable codes, laws, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations or violations.
- Prepares vouchers in accordance with annual budget guidelines, review accounting and inventories for accuracy.
- All other duties as assigned

Resumes can be submitted by clicking [here](#) or by mail to: Christy Meilstrup, 91st District Court, 325 Court Street, Sault Ste. Marie, MI 49783.

The position will remain open until filled.

Chippewa County is an Equal Employment Opportunity Employer