



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## **PROBATE REGISTER/PROBATE DIVISION ADMINISTRATOR**

### **Probate**

**Starting Salary: K-11 (A) \$70,491.20**

**Monday – Friday, 8:00 a.m. – 5:00 p.m.**

**Posting: # 090-21**

**Date Posted: 07/16/2021**

**Deadline: Until filled**

### **Responsibilities and Qualifications:**

This position administers all of the non-judicial functions of the Probate Court. It assists the Circuit/Probate Court Administrator in providing central management, development, implementation, administration, and improvement of Probate Court policies, procedures, and programs. This is done to promote access to justice for all members of the public. The Probate Register/Probate Division Administrator directs the budget, calendar, case-flow management, and record-keeping functions of the Probate Court. This position ensures substantive and procedural compliance with all Michigan court rules and State Court Administrative Office's requirements in the daily operation of the Probate Court and the review and reporting of the Court's performance.

- In coordination with the Presiding Probate Judge, provide procedural and administrative guidance and leadership to all employees assigned to the Probate Court, including the Chief Deputy Register/Probate Attorney, Deputy Registers, Adoption Coordinator, Probate Court Caseworker, and the Judicial Aide to the Probate Court Presiding Judge.
- Administer and make accountable all areas of the personnel administration of the Probate Court, including making effective hiring decisions, training, and disciplinary actions up to and including termination. Oversee payroll, step increases, and approval of leave time.
- Administer the maintenance of court files and records within the Probate Court, including overseeing the accuracy, certifications, authentication, creation, retention, access, storage, and destruction, including video records and transcription, in accordance with the state records management standards. Direct the establishment of case files and records. Ensure petitions and documents are correctly completed and in compliance with the law. Ensure proper data entry into the case management and document management system and case files are properly maintained. Oversee the intake and recording of legal documents related to estates, mental commitments, guardianships, conservatorships, wills, and other probate matters.

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## **HUMAN RESOURCES DEPARTMENT**

**201 West Kalamazoo Avenue | 4<sup>th</sup> Floor | Kalamazoo, MI 49007**

**Phone: 269.383.8998 | [www.kalcounty.com/hrd](http://www.kalcounty.com/hrd)**

- In uncontested matters, exercise legal powers granted to a Probate Register by law, including, but not limited to, conducting hearings, determining whether a petition or petitioner's attorney has complied with the requirements of law and Supreme Court rules, taking testimony required by law or Supreme Court Rules and issuing orders under the signature of the Probate Court Judge. Supervise the processing of probate proceedings involving decedents' estates, including the execution of orders and admission of wills to probate.
- Review and analyze court processes to strategize potential changes that may affect the daily operations of the Court in order to remain compliant with the court rules, statutes, and state guidelines. Develop policies and procedures to meet requirements of new court rules and statutes that govern the operations of the Probate Court. Prepare long and short-range planning goals for the Probate Court.
- Review and analyze court processes for compliance with the law. Interpret and explain policies and procedures for attorneys, the public, clients, outside agencies, and staff; advise an appropriate alternative course of action.
- Approve all budget expenditures, line item transfers, and grant expenditures within the budget of the Probate Court. Conduct ongoing assessment of existing line items and future budget needs, including space, personnel, and equipment.
- Review and analyze relevant daily, weekly, and monthly reports for court administration, the Probate Court Presiding Judge, and the State Court Administrative Office. Prepare and submit Probate Court statistical reports as required by the State Court Administrative Office or as requested by the Probate Court Presiding judge or court administration.
- Assist in coordinating courtroom and chamber operations and corresponding the docket to ensure compliance with statutes, case law, administrative order, local administrative orders, chief judge directives, and court rules. Set the time and place for hearings; sign notices, citations, and subpoenas; administer oaths, and conduct conferences with fiduciaries as required to ensure prompt administration of estates.
- Serve as a liaison between the Probate Court/Family Division Judges, attorneys, litigants, court personnel, law enforcement agencies, Department of Health and Human Services, Prosecuting Attorney's Office, other organizations, agencies, officials, and the media. Explain office policies and procedures, address complaints and service issues, respond to questions about court cases, respond to service requests, and coordinate programs and services. Collaborate and assist in engaging the community by providing training relevant to Probate matters to outside groups and agencies.

**Education:** Bachelor's degree in criminal justice, judicial administration, public administration, psychology, social work, law degree or closely related field required or any comparable combination of education, training, experience, or military equivalency.

**Experience:** Minimum five years' experience working in a court or legal setting with administrative or managerial experience. Extensive knowledge and experience with Probate law, court rules, and court procedures; knowledge of management principles and ability to delegate and manage multiple priorities, extensive knowledge of budget and fiscal management, strong human relation skills, and ability to communicate effectively in verbal, written and electronic form; strong conceptual skills in problem analysis, thorough knowledge of the county and community resources; ability to effectively manage the media strong leadership and team-building skills.

VETERANS: Please provide your joint services transcript with your application.

**Apply online:** <https://www.kalcounty.com/hrd/openings.php>