

The Houghton County Probate Court is seeking qualified candidates for a full-time (37.5 hours per week) Deputy Probate Register.

This T-9 union position has full County benefits, including medical, dental, and vision insurance options, a 401K plan, vacation/sick time, and excellent holiday time off. The starting wage is \$18.67 to \$22.34.

Applicants must have a minimum of a high school diploma and the ideal candidate will have at least one year of experience in a legal setting, must have the ability to use standard dictation and transcription equipment, have excellent typing, grammatical, and clerical abilities, and have some account processing experience, preferably EXCEL. Applicants must take and pass the court reporter certification program within six months of employment.

Inquiries can be directed to:

Tracey L. Beauchamp
Probate Register
Houghton County Probate Court
401 East Houghton Avenue
Houghton MI 49931
tbeauchamp@houghtoncounty.net
906-482-3120

Applications will be accepted until the position is filled at the Houghton County Probate and Family Court offices, County Courthouse, 401 East Houghton Avenue. Applications can be picked up at the Probate Office, from the County Controller, or at houghtoncounty.net

PROBATE COURT

JOB DESCRIPTION

JOB TITLE: Deputy Probate Register/Court Reporter

REPORTS TO: Probate Judge and Register of Probate

SUMMARY

Under the primary supervision of the Probate Register, performing primarily clerical duties and general public assistance in a high volume, multi-court setting.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Receives and processes legal documents related to all Probate Court matters, including guardianships, conservatorships, mental health, and estate files;
- Take in wills for safekeeping, receipt money for safekeeping filing fees, and prepare safekeeping receipts.
- Schedules probate court hearings, prepares court docket and issues notices of scheduled proceedings to appropriate parties.
- Process lien information on guardianship and mental health orders to the Michigan State Police.
- Review obituaries from daily newspapers against active and inactive file indexes and open new files for the deceased with wills in safekeeping, prepare discharge and closing documents and assist in case finalization.
- Prepare and send out reminder notices and forms to all guardians and conservators for due annual accounts and reports.
- General receptionist duties, public assistance and genealogy checks; accessing off-site storage when necessary.
- Receiving and transcribing taped instructions and orders from supervisor(s) with proficiency and in a timely manner is expected.
- Receipt and account daily filing fees and assist when necessary in accounting

and financial functions of the Court, including processing of fee transmittals and deposits with local and State treasury.

- Assist in preparation of jury trials, including working with the jury poll, file and documentation preparation, jury utilization reporting, and juror reimbursement.
- Will assist with assignment of counsel and judges as necessary when court appointed counsel is appropriate or the assignment of a judge is required.
- Will work closely with outside agencies, the Local and State Bar, and State of Michigan in scheduling and distributing case related matters.
- Maintains current understanding of probate statutes, mental health code and court rules; attends educational seminars and training regarding changes in procedures.
- Serves as court reporter for the Probate Court, using electronic recording equipment to make a verbatim record of court proceedings. Training will be provided and testing completed within six months of employment.
- Assist in other areas as directed by the Probate Judge and Probate Register; performs any other reasonably related duty as assigned by supervision; will be cross-trained in Family Division matters for continuity of daily office functions, including court reporting and financial reporting, and will maintain the office of the Probate and Family Court independently as vacations, sick time, and training may dictate.
- Will take an Oath of Office and be sworn to support and uphold the Constitution of the United States and the Constitution of this state; and will faithfully discharge the duties of Deputy Probate Register, adhering to the confidentiality and conduct required of a court employee.

The above statements are intended to describe the general nature and level of work to be performed by the person employed in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such person. Specifically included within the duties of the Deputy Register are such duties as, in the judgment of the Probate Judge, he or she may from time to time be directed to perform.

The ideal candidate will have a minimum of one year experience in a legal environment, with substantial knowledge of court proceedings; will be well versed in the use and application of Michigan Court Rules; have the ability to take and transcribe dictation, using standard dictation equipment; have excellent typing and clerical abilities; accounting/bookkeeping experience is preferable.

Houghton County Employment Application Form

401 E. Houghton Ave.
 Houghton, MI 49931
 (906) 482-8307

Please print all information requested except signature.

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS.

PLEASE COMPLETE PAGES 1-4 Date _____

Name _____

Last
First
Middle

Present Address _____

Number
Street
City
State
Zip

How long at this address? _____ Email _____
 Phone No. _____ Other Phone _____

Position Applied For: _____
 Salary Desired: _____

Have you ever been employed here before? Yes No If yes, give date: _____

Employment desired: FULL-TIME PART-TIME ANY AVAILABLE

When are you available for work? _____ Can you travel if job requires it? YES NO

Are you working now? YES NO Are you on a lay-off and subject to recall? YES NO

May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in the country because of Visa or Immigration status? YES NO

EDUCATION:

Type of School	Name of School	Location	Years Completed	Major & Degree
High School				
College				
Business or Trade				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE, (Misdemeanor or Felony)? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

NOTE: A conviction record will not necessarily be a bar to employment. Factors such as age, time of offense, seriousness and nature of violation, and rehabilitation will be considered.

SKILLS:

Word Processing <input type="checkbox"/> Yes <input type="checkbox"/> No	WPM: _____	10 Key <input type="checkbox"/> Yes <input type="checkbox"/> No
Personal Computer <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Skills:	
<input type="checkbox"/> PC <input type="checkbox"/> Mac		

REFERENCES:

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone _____	Telephone _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

WORK EXPERIENCE

Please list your work experience beginning with your most recent job held.
 If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer _____	Name of last supervisor	Employment dates		Pay or salary
Address _____				
City, State, Zip _____		From	Start	
Phone number _____		To	Final	
Your last job title				
Reason for leaving (be specific)				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				

Name of employer _____	Name of last supervisor	Employment dates		Pay or salary
Address _____				
City, State, Zip _____		From	Start	
Phone number _____		To	Final	
Your last job title				
Reason for leaving (be specific)				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				

Name of employer _____	Name of last supervisor	Employment dates		Pay or salary
Address _____				
City, State, Zip _____		From	Start	
Phone number _____		To	Final	
Your last job title				
Reason for leaving (be specific)				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				

AUTHORIZATION AND CERTIFICATION

Please carefully read the following statements and initial each one where indicated. If you have a question regarding any of the statements, please ask prior to initialing and signing the application. Your initials and signature verify that you have read, understand, and agree to abide by the statements below.

Initial:

_____ I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

_____ I authorize the County of Houghton to contact any of the persons or organizations referenced in my application materials. I also authorize any person contacted to provide to the County of Houghton any and all information regarding my employment, education, or any other information concerning any of the subjects covered by the application. I agree to execute employment records release authorization forms as may be required by the County of Houghton requesting employment records from my present and/or former employer(s).

_____ I understand that I may be required to successfully pass a physical and/or a drug test to gain employment or continue employment with the County of Houghton. I consent freely and voluntarily to participate in required test(s), at a location selected by the County of Houghton. I also consent to the release of the test(s) results to the County of Houghton. I hereby release and hold harmless the County of Houghton, its officers, agents, and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, except for their negligence, arising from the test(s) and decisions concerning employment based upon the results of this test(s). In addition, I understand that the County of Houghton maintains a drug-free and a smoke-free workplace.

_____ I understand that if certain positions have particular security requirements or if the County of Houghton determines there is a Bona Fide Occupational Qualification inherent in the position which requires certain information, a police background check seeking that information may be conducted prior to making a decision regarding employment. I authorize the County of Houghton, its officers, agents, and employees to conduct such a check if I am applying for one of these positions, and I release and hold harmless the County of Houghton, its officers, agents, and employees from any liability, except for its negligence, related to the performance or result of this check.

_____ If accepted for employment under a bargaining agreement, I agree that my status as an employee, depends upon successful performance during a probationary period and that I am an "at-will" employee during this probationary period.

_____ If accepted for employment not covered under a bargaining agreement, I understand that I will always be an "at-will" employee.

Applicant's Signature

Date

Thank you for your interest in employment with the County of Houghton.

AN EQUAL OPPORTUNITY EMPLOYER

www.houghtoncounty.net