



- 11) Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
- 12) Ensures notices to creditors are timely published and inventories and appraisements are filed with the Court in a timely manner.
- 13) Attends training, seminars, and workshops as required to maintain job knowledge and skills.
- 14) Other duties as assigned.

### **III. SKILLS/EDUCATION/OTHER REQUIREMENTS:**

- 1) Knowledge of SC Probate Code of Laws, SC Rules of Civil Procedures, and Rules of Evidence.
- 2) Ability to effectively communicate both orally and in writing as to both simple and complex matters.
- 3) Ability to conduct legal research to determine correct application of law to facts.
- 4) Knowledge of Title 44 statutes in regard to involuntary commitments.
- 5) Knowledge of office procedures and policies.
- 6) Excellent planning, time management, and decision-making skills.
- 7) Willingness to work weekends and evenings when needed.

#### Required Education and Experience

- Bachelor's degree with 4 years of experience in estate administration; Associates degree with 6 years of experience in estate administration; or high school diploma plus at least 2 years of paralegal experience.
- Moderate knowledge of MS Office suite software.

### **IV. CERTIFICATIONS REQUIRED:**

- Must possess state driver's license. Must possess Notary. Judicial requirements include 15 credits per year as required by Supreme Court Rule.

### **V. SUPERVISION:**

As assigned.

#### ***DISCLAIMER***

*This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.*