

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Deputy Probate Judge

DEPARTMENT: Probate

REPORTS TO: Probate Judge

FLSA STATUS: Salary Non-Exempt

DATE APPROVED: 05/20/2020

APPROVED BY: JRM

I. PURPOSE / SUMMARY:

Performs complex judicial and administrative duties such as serving as presiding judge in administrative hearings for probate estates and commitment hearings for mental illness and chemical dependency. Manages the Estate Section of the Probate Court such as resolving legal issues regarding estates. Communicates effectively with the public, paralegals, attorneys, and other professionals regarding all aspects of estate administration.

II. RESPONSIBILITIES:

- 1) Presides over administrative, rule to show cause, formally re-opened, and commitment hearings if the Probate Judge is not available.
- 2) Supervises subordinate clerical staff; supervisory duties include assigning and reviewing work, maintaining standards, coordinating activities, offer training, advice, and assistance as needed.
- 3) Serves on call at Probate Judge's discretion for issuance of detention orders. This may include after hour business calls.
- 4) Prepares and maintains court calendar; schedule hearings with personal representatives, attorneys, and/or other professionals.
- 5) Monitors the daily administration of the Estate Section of the department, ensuring all clerical functions are performed according to department policy and regulations and in an accurate and timely manner.
- 6) Establishes, maintains, and closes case files; gathers and verifies all supporting documentation.
- 7) Monitors and maintains accurate estate documents pursuant to court administration guidelines
- 8) Prepares and issues court orders after hearings, upon conducting legal research.
- 9) Ensures delinquent estates are properly monitored and set for hearings.
- 10) Performs complex administrative/clerical work as required, including but not limited to: entering and retrieving computer data, transmitting data electronically, maintaining files, maintaining schedules and calendars, preparing reports and correspondence, copying and filing documents, sending and receiving faxes, assembling materials, and processing daily mail.

- 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.