



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Chief Deputy Probate Register/Probate Attorney
Probate Court
Salary: K-10 (A) \$60,424.00/annually
Monday – Friday 8:00 a.m. – 5:00 p.m.

Posting: # 042-21
Posted: 04/05/2021
Deadline: Until filled

Responsibilities and Qualifications:

The Chief Deputy Probate Register/Probate Attorney serves in all capacities as prescribed by statute and court rule.

In uncontested matters exercise all legal powers granted to a Probate Register by law, including, but not limited to, conducting hearings, determining whether a petitioner 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 Judge. 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. Review, analyze and summarize files for pending hearings, trials, pre-trial conferences, motions, and status conferences.

Participate in the intake and recording of legal documents related to estates, mental commitments, guardianships, conservatorships, wills and other Probate matters. Assist Probate Court staff with complex case processing problems and issues. Interpret and explain policies and procedures for staff, attorneys, the public, clients and outside agencies; advise of appropriate alternative courses of action. Research and address legal questions by staff, other courts, attorneys, community mental health agencies, law enforcement regarding probate cases, court policies and procedures. Perform computerized and manual legal research, write prehearing reports, and provide recommendations regarding options for judicial action, and draft opinions and orders involving complex legal matters.

Monitor and analyze new legislation, recent court decisions, court rule changes, and revisions of approved court forms to remain current in applicable fields of law. Provide legal advice to the Probate Judge regarding changes in and interpretation of statutes, case law, and procedures. Assist in the coordination of courtroom and chamber operations along with corresponding the docket to ensure compliance with statutes, case law, administrative orders, chief judge directives, local administrative orders, and court rules. Serve as a liaison between the Probate Court and 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. Including, explaining

HUMAN RESOURCES DEPARTMENT

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office policies and procedures, addressing complaints and service issues, responding to questions about court cases, responding to service requests and coordinating programs and services. Collaborate and assist to engage the community by providing training relevant to Probate matters to outside groups and agencies.

MINIMUM QUALIFICATIONS & EXPERIENCE

Juris doctorate from an accredited law school and a member in good standing with the Michigan State Bar is required. Five years' of experience practicing law with a thorough understanding of the Michigan court rules and statutes. Experience practicing Probate law is preferred. Key competencies include: knowledge of mental health issues, human behavior patterns and administration. Must have strong verbal and written communications skills, interpersonal relations, analytical, organization, management, telephone and listening skills.

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

Apply online: [https:// https://www.kalcounty.com/hrd/openings.php](https://www.kalcounty.com/hrd/openings.php)