

# **JOB ANNOUNCEMENT**

## **WAYNE COUNTY PROBATE COURT**

### **POSITION POSTED: Clerk VI – Service Clerk**

The Wayne County Probate Court is seeking applicants for the position of Clerk VI – Service Clerk to establish an eligibility list to fill vacancies. The position is assigned to the General Offices Department of the court and is represented by AFSCME, Local 1659.

#### **DESCRIPTION OF WORK:**

This position, in accordance with laws, court rules, and court policies and procedures, will initiate cases and process documents of intermediate to advanced complexity and will adjudicate specific pleadings as a Deputy Probate Register.

**JOB DUTIES:** The following information contains general duties of the position and is not all inclusive. Job responsibilities are subject to assignment by Management.

1. Accurately process various documents pursuant to Court policy and procedure. These documents include, but are not limited to:
  - a. Inventories, setting bonds as needed
  - b. Accounts
  - c. Certificates of Completion
  - d. Notices of Continued Administration
  - e. Sworn Statements to Close
2. Process and appoint fiduciaries on Applications for Probate and assign assets on Petitions for Assignment in accordance with the Estates and Protected Individuals Code (EPIC), and Court Rules with authority as Deputy Probate Register.
3. Accurately receive, review, and process petitions, pleadings and filings in accordance with the Estates and Protected Individuals Code (EPIC), Mental Health Code, and Michigan Court Rules, and court policies and procedures.
4. Establishes new cases in CourtView, schedules hearings, and distributes service packets.
5. Initiate and/or generate case records and Letters of Guardianship/Authority by accurately entering into the computer record appropriate information.
6. Maintain confidentiality by appropriately accepting and recording wills.
7. Accurately process checks, credit cards and cash received for payment.
8. Maintain a high level of accuracy in all CourtView entries and procedures.
9. Knowledge of and ability to appropriately apply the Estates and Protected Individuals Code (EPIC), Michigan Court Rules, court procedures, legal terminology, and Court paper flow to accomplish departmental job responsibilities.
10. Maintain the image of the Court through professional, courteous, accurate, and timely responses to inquiries made by judges, attorneys, coworkers, management and the public as required. Examples include, but are not limited to:
  - i. Respond to public/staff inquiries made in any form, including mail and email.
  - ii. Respond to inquiries and correction requests made by management.
  - iii. Make appropriate referrals to other departments as needed.
11. Accurately and timely enter data into the case management system using specific computer codes, and scanning/imaging documents when applicable.
12. Generate and process departmental quality assurance reports (i.e. Missing Images); review data for accuracy, and follow up with pending issues.
13. Facilitates the work of management by performing other duties as assigned.

**Additional Requirements:**

This job requires a high school diploma or GED and at least 1 year of office experience; good written and verbal communication skills; meticulous attention to detail; a consistently high level of accuracy; knowledge of and ability to apply policies and procedures to meet the needs of the Court and its customers; and highly effective interpersonal and customer service skills. This person will be required to use all hardware and software applications operated by the Court, including all Microsoft Office products, the CourtView case management system, and imaging.

You will be required to pass a pre-employment test that consists of typing at 35 wpm or 10,000 ks/hr with 95% accuracy, a basic skills written examination. A pre-employment physical that includes drug screening and criminal background check will be conducted. This position is represented by a union and terms and conditions of employment are governed by a collective bargaining agreement.

**Preferred Applicants will have 2 years clerical support in a legal environment or educational background in the areas of legal assistant, paralegal or related field.**

**Application Process:**

Those interested in this position may forward a cover letter, resume and completed employment application via email to:

[employment@wcpc.us](mailto:employment@wcpc.us) or via fax to 313-967-4022.

Application forms may be downloaded from the Wayne County Probate Court's website [www.wcpc.us](http://www.wcpc.us) from the "Employment Opportunities" page - this link can be found on the bottom of the website home page.

**Additional Information:**

Work Location: 2 Woodward Ave., Room 1305  
Detroit, MI 48226

Starting Salary: \$35,600.00 (\$17.12/hour)

Benefits: Complete benefit package including Medical, Dental, Optical, Retirement and Tuition reimbursement after 1 year (with employee contribution for some benefits)

Work Schedule: Monday through Friday 8:00 a.m. to 4:30 p.m.

**QUALIFICATIONS:** Will be determined through: 1) A written examination; 2) An oral interview by a management panel appointed by the employer to determine the applicant's ability to do the job; 3) Criminal, Employment Verification and physical screening will be conducted. **The application, cover letter, and résumé will also be used to assess applicant's qualifications.**

**GENERAL INFORMATION:** Management will make all determinations as to what assessments will be used to establish qualifications. The application may be used both for determining admission to the examination, if applicable, and for assistance in rating qualifications and ability to do the job. Applicants will be notified of the time and place of the examination, if applicable. If you are handicapped, you must notify the Employer in writing of the need for accommodation in connection with job duties. **Permanent appointees must satisfactorily complete a trial period of at least six (6) months before obtaining regular status in the position or a nine (9) month probationary period.**

**NOTE: CONTRACTUAL LANGUAGE IN AFSCME, LOCAL 1659 CONTRACT ARTICLE 13 WILL APPLY.  
AMERICANS WITH DISABILITIES INFORMATION IS AVAILABLE IN THE PERSONNEL OFFICE.  
AN EQUAL OPPORTUNITY EMPLOYER**