

JOB ANNOUNCEMENT

REGISTER OF WILLS FOR PRINCE GEORGE'S COUNTY

DATE JULY 10, 2018

CLOSING DATE: AUGUST 10, 2018

Classification Title: Auditor I

(The Register of Wills Office is establishing a register in order to fill anticipated vacancies. While we have not been approved to recruit for this pin number, we do not anticipate any problems with approval once the position becomes vacant.)

Essential Job Functions: Assists personal representatives and attorneys by providing information to prepare accounts; Audits accounts; Examines vouchers to support transactions; Verifies that transactions are within the powers and responsibilities of a personal representative; Verifies distributions are as stated pursuant to the Will or laws of intestacy; Reviews all required forms and documents filed to verify proceedings are complete and accurate prior to closing estate; Determines the correct amount of inheritance tax and fees on probate assets; Verifies payment of all sums due; Prepares memoranda and forms to alert the court of matters of concern regarding the administration of the estate as reported; Responds to questions and concerns of the public and the Court regarding administration of the estate as reported; Participates in Court hearings in order to substantiate auditor's findings or clarify discrepancies; Performs other related duties.

Work Location: Upper Marlboro, Maryland

Salary: Grade 13 (\$36,557 -\$46,208 depending on experience)

Required Knowledge/Skills/Abilities: General knowledge of the principles and practices of accounting, auditing and bookkeeping; Working knowledge of Maryland Estates and Trusts laws, Maryland Rules and Maryland Tax General; Working knowledge of case law, letters of advice and Opinions of the Attorney General; Ability to apply IRS Actuarial Tables; Ability to communicate effectively both verbally and in writing; Ability to understand legal terminology; Ability to research and investigate; Ability to maintain a courteous relationship with the public, business officials and fellow employees.

Minimum Education/Experience Requirements:

Education: A bachelor's degree from an accredited college or university with six credit hours in accounting and fifteen credit hours in related courses.

Note: Additional auditing, accounting and/or Estate and Trust laws experience may be substituted on a year for year basis for the required education.

Submit Resume To: Cereta A. Lee, Register of Wills
P.O. Box 1729
Upper Marlboro, MD 20773
FAX (301) 952-4489

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