

REGISTER OF WILLS AUDITOR II (9713)

PIN #: 278

DATE OPENED: 10/13/16

CLOSING DATE: Open Until Filled

SALARY: \$33,715.00 - \$53,123.00

EMPLOYMENT TYPE: FULL-TIME

WORK LOCATION: ANNAPOLIS

OPEN TO ALL QUALIFIED CANDIDATES:

GRADE 13

POSITION DUTIES:

The Anne Arundel County Register of Wills is currently recruiting for an Auditor II in the Annapolis Circuit Courthouse. This position will work under the direction of the Chief Auditor and serve at the pleasure of the Chief Deputy and Register. This position requires a proficient level of administrative work and requires experience in auditing, as the incumbent will examine the entire probate procedure for accuracy and compliance. This position assists personal representatives and attorneys in the preparation and audit of accounts; verifies and/or directs changes to the accounts; verifies distributions are as stated pursuant to the Will or laws of intestacy; reviews all required forms and documents filed to verify proceeding is complete and accurate prior to the close of the estate; determines the correct amount of inheritance tax and fees on probate assets; verifies payment of all sums due; and performs other duties as required. The selected candidate must be willing and able to work Monday thru Friday from 8:00 a.m. to 4:30 p.m.

MINIMUM EDUCATION OR GENERAL REQUIREMENTS:

Education: An associate's degree from an accredited college or university with six (6) credit hours in business, finance, accounting or auditing and fifteen (15) credit hours in a related course.

Experience: Two (2) or more years of Professional experience in auditing, accounting, and/or Estates and Trusts law.

Note: 1. Additional auditing, accounting and or Estates and Trusts law experience may be substituted on a year for year basis for the required education. 2. A bachelors' degree from an accredited college or university in business, finance, economics, or business administration may be substituted for the two (2) years of the experience.

DESIRED OR PREFERRED QUALIFICATIONS:

- Experience with extensive public contact.
- Experience in the knowledge of principles and practices of accounting, auditing accounts or probate procedure.
- Experience in the interpretation and application of law, rule, legal authority, policy and procedure.
- Experience in wills, estates, distribution of decedent property and inheritance tax is preferred.

- Experience in a responsible administrative capacity sufficient to demonstrate capabilities of performing responsible staff work.
- Excellent oral and written communication skills.

- Ability to research and investigate independently.
- Team player with strong leadership skills.

SPECIAL REQUIREMENTS:

1. This position is considered a political special appointment “at-will”, and serves at the pleasure of the appointing authority, the Register of Wills for Anne Arundel County.
2. The incumbent must be able to render assistance to the public and legal community without giving legal advice.

Applicants may apply by submitting their resumes via email to:

Cathy Gates, HR Administrator
Register of Wills, Anne Arundel County
cgates@registers.maryland.gov