

CHIEF DEPUTY - REGISTER OF WILLS

DATE OPENED	08/02/2018
FILING DEADLINE	08/31/2018
SALARY	\$60,543.00 – \$88,424.00/year commensurate with experience
EMPLOYMENT TYPE	Full-Time
WORK LOCATION	Howard

INTRODUCTION



OPEN TO ALL QUALIFIED CANDIDATES

This is a position specific recruitment. The resulting certified eligible list will be used to staff this position/function only. Interested persons may need to reapply for future recruitments within this classification.

GRADE

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LOCATION OF POSITION

Register of Wills for Howard County
8360 Court Avenue
Ellicott City, Maryland 21043

POSITION DUTIES

The Chief Deputy Register of Wills is the maximum level of managerial and administrative work performed for various procedures and subject to specific statutory requirements and state policies. Supervision is exercised over all employees in the Register of Wills office.

The Chief Deputy makes both administrative and personnel decisions on behalf of the Register. Employees in this classification exercise independent judgment in the interpretation and application of laws, rules, legal authority, policies and procedures regarding the probate process and personnel issues.

Employees in this classification work under the direction of the Register of Wills.

Examples of work include, but are not limited to, the following:

- Assumes all responsibilities of the Register of Wills in his absence;
- Exercises the maximum level of managerial and administrative work performed for various procedures, exercises supervision over all employees in the Register of Wills office, and provides guidance, direction, advice, and counseling to all employees;
- Makes recommendations to the Register on delegation of responsibilities in the office, use of office space, office policies and procedures, counseling of staff, possible proposals for legislation, possible technical improvements, improvements to efficiency, possible cost-saving measures, resolution of legal questions, and generally advises the Register;
- Serves as recording clerk during orphans' court hearings or delegates this duty;
- Enters in payroll each pay period in preparation for approval by the Register;
- Communicates with staff of the Comptroller on behalf of the Register with regard to legal questions, inheritance and estate tax issues, personnel questions, and employee benefits;
- Assists and advises any person who requests assistance and advice or the preparation of probate forms, explaining and providing written instructions when necessary;
- Interviews attorneys and persons interested in decedents' estates in order to determine proper proceedings and solicits information including the decedents' domicile, testamentary status, and nature, title and value of property of the decedent;
- Appoints personal representatives and special administrators;
- Conveys timely conclusions resulting from the examination of documents by clear and concise verbal and written correspondence and evaluates responses made by attorneys or personal representatives, using independent judgment and flexibility;
- Communicates matters of concern regarding the administration of estates to the orphans' court, prepared written memoranda, and attends court hearings;
- Prepares court orders and ensures service to all interested persons;
- Prepares show cause orders to remove personal representatives; and
- Prepares all necessary documentation for appeals and transmissions of issues to the Circuit Court.

***The position of Chief Deputy is a political special appointment and thus serves at the pleasure of the appointing authority.**

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Minimum of a bachelor's degree from an accredited college or university is required.

Experience: Five years of experience in administrative or professional work in a legal, courthouse, or government office setting. At least three years of experience supervising, training, and mentoring junior staff members.

DESIRED OR PREFERRED QUALIFICATIONS

- Extraordinary attention to detail
- Commitment to serve with the highest level of professionalism
- Commitment to strong work ethic
- Knowledge of laws governing estates of deceased persons and guardianships of minors;
- Knowledge of inheritance tax laws, court decisions and Opinions of the Attorney General;

- Knowledge of office procedures, rules and regulations;
- Knowledge of courthouse procedures, policies and legal factors pertaining to the assignments;
- Knowledge of Orphans' Court procedures and jurisdiction;
- Knowledge of the organization, operation, functions and scope of the authority of the area assigned;
- Knowledge of probate and other legal terminology to identify and process forms/documents;
- Knowledge of business English and basic arithmetic;
- Skill to operate office equipment and perform basic office procedures;
- Skill in updating and maintaining files, logs and other records;
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively and professionally with the public, judges, attorneys, other government officials, co-workers, the Register of Wills and others;
- Ability to take initiative and demonstrate strong problem-solving and decision-making skills;
- Ability to work efficiently with considerable time constraints;
- Ability to work with and be sensitive to persons who are distressed;
- Proficient proofreading skills;
- Proficient computer skills, including Microsoft Word, Excel, and Outlook.

EXAMINATION PROCESS

ONLY APPLICANTS WHO MEET THE MINIMUM QUALIFICATIONS FOR THIS RECRUITMENT WILL BE CONSIDERED FOR THIS OPPORTUNITY. It is essential that you submit complete and accurate information on your application in order to determine if you meet the qualifications as specified above. All information concerning your qualifications must be received by the closing date. Qualifying applicants are subject to an oral interview.

BENEFITS

STATE OF MARYLAND BENEFITS

FURTHER INSTRUCTIONS

Submit a cover letter, resume, and references to the appointing authority at the address below :

Register of Wills for Howard County
ATTN: John M. Swaner
8360 Court Avenue
Ellicott City, Maryland 21043

You may also submit your cover letter, resume and references via e-mail. Submit these materials in **one file** in **.PDF format** to **jswaner@registers.maryland.gov**.