

REGISTER OF WILLS

DATE OPENED October 13, 2021

FILING DEADLINE October 29, 2021

SALARY \$40,160.00

EMPLOYMENT TYPE Full-Time

WORK LOCATION Cecil County

INTRODUCTION ALLYN NICKLE, REGISTER OF WILLS FOR CECIL COUNTY

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. This essential employee position is a political special appointment and thus serves at the pleasure of the appointing authority.

GRADE 12

LOCATION OF POSITION

Register of Wills for Cecil County

Circuit Court House

129 East Main Street

Elkton, Maryland 21921

ESSENTIAL FUNCTIONS:

A Deputy Clerk Register of Wills is a progressive level of procedural and administrative work that supports the operations of the office and is subject to statutory requirements. Employee will interview persons interested in a decedent's estate; communicate statutory requirements/procedures to the public; perform clerical duties including daily case processing duties of various estate administration pleadings and responsibilities which entail processing mail; entering data into the Maryland Register of Wills system; answering inquiries relating to probate matters from the public and court-related agencies. This work is time sensitive and pleadings must be processed timely. Employee will answer the telephone; assist public at the counter; answer general questions concerning cases, court locations, court dates, times, and procedures. This employee will perform other miscellaneous duties to include filing, boxing old files, verifying filings, and assisting clerks in other sections as requested. Other duties as assigned by the Supervisor or Register. This employee is considered Essential Personnel.

Employee in this classification must exercise independent judgment in a variety of circumstances such as interpretation and application of laws rules legal authority, policies and procedures regarding the protection of estate assets, proper distribution of decedent's property and the calculation and collection of inheritance tax.

Education: A high school diploma (or GED equivalent)

Experience: At least one year of work experience, preferably in court operations, or in the field of legal or financial services.

Note:

- A Bachelor's Degree may substitute the required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute the required work experience.
- A Paralegal Certificate may substitute for the required work experience.

Knowledge, Skills & Abilities: Knowledge of modern office practices, procedures, and equipment; legal terminology and court procedures, forms and policies. Skill in typing accurately and with attention to detail; verbal and written communication and customer service. Responsibilities include rendering assistance to the public and legal community without giving legal advice.

Ability to work under pressure; to set priorities, working to meet unexpected workloads in the absence of other employees; to properly use computers, programs, fax machines, copiers, calculators, and phones; to deal calmly and professionally with distraught customers. Ability to work independently and take initiative. Ability to perform all essential functions of the position.

DESIRED OR PREFERRED QUALIFICATIONS

- Commitment to serve with the highest level of professionalism.
- Commitment to exceptional public service.
- Commitment to strong work ethic;
- Extraordinary attention to detail and precision in docketing filings and maintaining estate files; and
- Knowledge of (or willingness to learn) laws governing estates of deceased persons and guardianships of minors.

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 and background check.

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 Cecil County ATTN: Allyn Nickle, P O Box 468, Elkton, MD 21922. You may also submit your cover letter, resume and references via e-mail. Submit these materials in .PDF format to anickle@registers.maryland.gov.