

DEPUTY – NEW PROCEEDINGS DEPARTMENT - REGISTER OF WILLS

DATE OPENED	08/02/2018
FILING DEADLINE	08/31/2018
SALARY	\$38,880.00 – \$61,691.00/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

14

LOCATION OF POSITION

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

POSITION DUTIES

A Deputy Register of Wills is a progressive level of advanced procedural and administrative work that supports the operations of the office and is subject to statutory requirements. Employee in this classification must exercise independent judgment in a variety of circumstances such as: interpretation and application of the statute; adaptation of policies; and procedures and guidelines established by the Register.

Employees in this classification work under the direction of a Chief Auditor, Senior Deputy, Assistant Chief Deputy, Chief Deputy and the Register of Wills.

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

- Interviews persons interested in a decedent's estate;
- Reviews forms for accuracy;
- Prepares and completes forms for the public/attorneys;
- Communicates relevant information to the Orphans' Court regarding judicial probate;
- Communicates statutory requirements/procedures to the public;
- Receives and indexes wills of living persons for safekeeping;
- Establishes initial docket for new proceedings; and
- Dockets, images, and files all papers filed with the Audit Department;
- Prepares working files for Audit Department staff to review;
- Receipts checks and processes credit card payments to the Audit Department;
- Processes refunds issued by the Register of Wills;
- Verifies Maryland Estate Tax Returns received from the Comptroller;
- Submits documentation to the Comptroller regarding estates valued over estate tax exemption;

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

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

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

Experience: Two years of experience in administrative or professional work in a legal, courthouse, or government office setting.

DESIRED OR PREFERRED QUALIFICATIONS

- 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; and,
- 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**.