

# DEPUTY REGISTER OF WILLS

<b>DATE OPENED</b>	10/11/2019
<b>FILING DEADLINE</b>	11/1/2019
<b>SALARY</b>	\$37,991.00 – \$48,791.00/year commensurate with experience
<b>EMPLOYMENT TYPE</b>	Full-Time
<b>WORK LOCATION</b>	Queen Anne's (Centreville)

## INTRODUCTION



### OPEN TO ALL QUALIFIED CANDIDATES

This is a position specific recruitment. The 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

11-13

## LOCATION OF POSITION

Register of Wills for Queen Anne's County  
107 N Liberty Street, Suite 220  
Centreville, Maryland 21617

## 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 Senior 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;
- Appoints personal representatives;
- Probates wills under administrative probate;
- Communicates statutory requirements/procedures to the public;
- Receives and indexes wills of living persons for safekeeping;
- Establishes initial docket for new proceedings; and

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

## MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

**Education:** College degree is preferred. High school diploma is required.

**Experience:** Five years of experience in administrative or professional work in a legal, courthouse, or government office environment.

## 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;
- Knowledge of inheritance tax laws, court decisions and Opinions of the Attorney General;
- Knowledge of office procedures, rules and regulations;
- Knowledge of Orphans' Court procedures and jurisdiction;
- 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 identify applicable statute utilizing written reference material and electronic resources;
- 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 and research 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 will be contacted for an 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 Queen Anne's County**  
**ATTN: Laura Nan Cook**  
**PO Box 59**  
**Centreville, Maryland 21617**

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