

DEPUTY REGISTER OF WILLS

DATE OPENED	12/30/2021
FILING DEADLINE	02/11/2022
SALARY	\$37,410- \$44,711/ year commensurate with experience
EMPLOYMENT TYPE	Full-Time, No Option for Telework
WORK LOCATION	Register of Wills for St. Mary's County
GRADE	12

LOCATION OF POSITION

Register of Wills for St. Mary's County
Circuit Courthouse
41605 Courthouse Drive
Leonardtown, Maryland 20650

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, procedures and guidelines established by the Register.

Employees in this classification work under the direction of a 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
- Processes Small/Regular Estate, Limited Orders, Modified Administration and Will of No Estate files
- Prepares and completes forms for the public/attorneys
- Appoints Personal Representatives
- Probates wills under administrative probate and judicial probate
- Communicates statutory requirements/procedures to the public
- Attends/clerks Orphan's Court hearings
- Communicates relevant information to the Orphan's Court regarding judicial probate
- Receives and indexes wills of living persons for safekeeping
- Establishes initial docket for new proceedings
- Dockets, images and files all paperwork filed
- Prepares working files for Audit Department staff to review
- Prepares invoices for fees due
- Receives and processes payments
- Processes guardianships of property of minors
- Submits documentation to the Comptroller regarding estates valued over estate tax exemption
- Prepares business correspondence
- Reviews all required forms and documents filed to verify proceeding is complete and accurate prior to the close of the estate and processes Paper Reduction Initiative files
- Performs filing and other related administrative/clerical duties
- Other duties as assigned

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Education: High school diploma is required. A degree from an accredited college or university is preferred. Additional years of related experience can be substituted for education.

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

DESIRED OR PREFERRED QUALIFICATIONS

- Extraordinary attention to detail and precision in docketing filings and maintaining estate files
- Commitment to serve with the highest level of professionalism
- Commitment to strong work ethic
- Commitment to exceptional public service
- Knowledge of (or willingness to learn) laws governing estates of deceased persons
- Knowledge of (or willingness to learn) inheritance tax laws, court decisions and Opinions of the Attorney General
- Knowledge of (or willingness to learn) office procedures, rules and regulations
- Knowledge of (or willingness to learn) courthouse procedures, policies and legal factors pertaining to assignments
- Knowledge of (or willingness to learn) Orphans' Court procedures and jurisdiction
- knowledge of (or willingness to learn) the organization, operation, functions and scope of the authority of area assigned
- Knowledge of (or willingness to learn) probate and other legal terminology to identify and process forms/ documents
- Ability to identify applicable statute utilizing written reference material and electronic resources
- 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
- Proficient computer skills, including Microsoft Word, Excel, and Outlook
- 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 both orally and in writing
- 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.

OPEN TO ALL QUALIFIED CANDIDATES

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

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 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 St. Mary's County
ATTN: Phyllis A. Superior/Letha Lievens
P.O. Box 602
Leonardtown, MD 20650

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