

DEPUTY REGISTER OF WILLS

DATE OPENED	10/04/2021
FILING DEADLINE	11/05/2021
SALARY	\$50,145.00 – \$61,034.00/year commensurate with experience
EMPLOYMENT TYPE	Full-Time
HR ANALYST	A. Hall
WORK LOCATION	Howard

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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.

GRADE

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LOCATION OF POSITION

Register of Wills for Howard County
9250 Judicial Way, Suite 1100
Ellicott City, Maryland 21043

POSITION DUTIES

A Deputy IV Register of Wills is a progressive level of advanced procedural and administrative work that supports the operations of the office. This position is within the New Proceedings Department of the Register's office, which is responsible for assisting members of the public who visit the office in-person, answering calls to the main office phone line, responding to questions on the Register's online live web chat service, and processing papers received via expedited or regular postal mail. Employees in this classification must exercise independent judgment in a variety of circumstances including, but not limited to, determining the applicable procedures when interacting with members of the public, interpreting and applying Maryland law, following procedures and guidelines established by the Register, and determining when advice or guidance from a superior is needed.

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

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

- Interviews members of the public and attorneys interested in a decedent's estate;
- Communicates statutory requirements/procedures to the public;
- Prepares and completes forms for the public;
- Reviews forms for accuracy;
- Establishes initial docket for new proceedings;
- Dockets, images, and files all papers filed with the New Proceedings Department;
- Receives and files wills of living persons for safekeeping;
- Communicates relevant information to the Audit Department regarding judicial probate;
- Receipts checks and processes credit card payments; and
- Processes refunds issued by the Register of Wills.

***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 and Experience: Minimum of one of the following:

- Associate's degree from an accredited college or university with five years of experience in administrative or professional work in government, courthouse, legal, or business office setting.
- Bachelor's degree from an accredited college or university with two years of experience in administrative or professional work in government, courthouse, legal, or business office setting.
- Juris Doctor from an accredited law school or master's degree from an accredited college or university.

DESIRED OR PREFERRED QUALIFICATIONS

- **Commitment to serve with the highest level of professionalism**
- **Commitment to serve all members of the public with compassion, dignity, and respect**
- **Commitment to contribute to a positive and supportive work environment**
- **Commitment to strong work ethic**
- **Exceptional attention to detail and precision in docketing filings and maintaining estate files**
- Knowledge of office organization, procedures, rules and regulations;
- Knowledge of courthouse procedures, rules and regulations;
- Knowledge of laws governing estates of deceased persons and guardianships of minors;
- 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, attorneys, other government officials, co-workers, the Register, 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 appointment will be considered. It is essential that you submit complete and accurate information to determine whether you qualify. All information concerning your qualifications must be received by the closing date. Qualifying applicants may be subject to an in-person interview.

BENEFITS

STATE OF MARYLAND BENEFITS

FURTHER INSTRUCTIONS

Submit a (1) cover letter, (2) resume, (3) writing sample 2-5 pages in length, and (4) a list of three references to the address below:

**Register of Wills for Howard County
ATTN: Gary L. Smith, Chief Deputy
9250 Judicial Way, Suite 1100
Ellicott City, Maryland 21043**

You are also strongly encouraged to submit your application via e-mail, preferably as a single attachment, to gsmith@registers.maryland.gov. If you have any questions, contact Mr. Smith at 410.313.3403.