

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: 05/19/22

Closing Date: 05/26/22

**TITLE:** Special Probate Clerk 1 (**re-posted**)

**SALARY:** \$30,000

Hours: 40 \_\_\_ 35 X

**DEPARTMENT:** County Surrogate's Office

Union X Mgmt \_\_\_

**LOCATION:** Atlantic City/Mays Landing

NJCSC Test Required: Yes \_\_\_ No X

Grant Funded: Yes \_\_\_ No X

**Note: All Surrogate employees must be available to report as needed, to either the Atlantic City or Mays Landing offices on a day-to-day basis.**

### **DEFINITION**

Under direction, interacts directly with constituents, in order to probate Wills; appoint Administrators; qualify Personal Representatives; administer Surrogate's Intermingled Trust Fund; Provide Affidavits of Surviving Spouse or Next of Kin; appoint Trustees; qualify Guardians of Incapacitated Persons and Minors; maintain Records; film, scan, and record all Surrogate and Superior Court papers and proceedings; aid in Genealogy and Title Research; receive and record statutory fees for Surrogate Office services; answer constituent inquiries regarding Surrogate procedures; carry out other related duties and functions as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXPERIENCE**

Three (3) years clerical experience in a professional office.

A Certificate of Proficiency in Paralegal studies may be substituted for two (2) years of experience.

### **LICENSE:**

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**NOTE:** All Surrogate employees must be available to report, as needed, to either the Atlantic City or Mays Landing office, on a day to day basis.

### **EXAMPLES OF WORK:**

Receives and Reviews Wills and Testaments

Based on information and documents received from Applicant, determines if jurisdiction exists, if correct persons are present, and whether Will is properly drafted and executed.

Prepares all papers necessary to admit Will to Probate.

Qualifies Executor, examines witnesses, and takes sworn testimony. If all is found to be in accord with New Jersey law, draws up judgment, letters, and short certificates for Surrogate review, approval, and signature.

Prepares Bill, collects fees, and issues Receipt.

Utilizes forms and enters data in County Computer Systems.

Where requirements for Probate are not met, prepares Certificate of Doubt and Difficulty for review and signature by Surrogate.

Where decedent left no Will, determines person first entitled to Administration; prepares renunciations and/or waivers if needed, collects documentation as to assets and debts; submits application to Surrogate for purposes of setting Bond.

Prepares and Takes Affidavit of Surviving Spouse or Affidavit of Heir for smaller Estates, as defined by Statute.

Qualifies Guardians of Incapacitated Persons and/or Minors and prepares all necessary papers for review and signature of Surrogate.

Examines Adoption complaints and Orders, follows up with state agencies, attorneys and/or applicants; may attend court hearings, makes computer entries in State adoption system, maintains all files and records in good order and under seal as directed by the Court.

Processes Petitions for Withdrawal of minor's funds. If Approved and Ordered by Superior Court, prepares necessary check and submits to Surrogate; may countersign check as authorized,

Process Complete Withdrawal of Minor's Funds, in accordance with applicable Court Order, Surrogate's procedures for ensuring age and identity of applicant, and the absence of any child support liens, issues check and closes account according to procedures of the depository Bank with all necessary follow-up and record entry.

Replies to mail; receives and makes telephone calls and/or emails; consults with attorneys or pro se parties on matters contemplated or pending in Court; frequently called upon to respond to questions and requests for services from the public.

Prepares Commissions for depositions of fiduciaries or witnesses located outside the State or the County.

Keeps all records, papers, and files in good order.

May be called upon to assist with Purchasing, Commodities; and/or Banking for the Office.

Will be required to learn and become proficient in various types of electronic and/or manual recording and information systems.

Activities of the position will be governed by the New Jersey Code of Conduct for Judiciary Employees.

**KNOWLEDGE AND ABILITIES:**

Office skills.

Knowledge and proficiency in typing, keyboarding, data entry, accessing internet and electronic systems.

Ability to understand and apply the laws of NJ as well as decisions and rules of the Supreme Court with respect to Probate, Adoption, guardianship, Trusts and Estates; and to keep abreast of developments and adapt to changes.

Ability to work harmoniously with co-workers and the public

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>  
Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401  
- *We are an Equal Opportunity Employer* -**