

# TOWN OF JAMESTOWN PROBATE CLERK

## POSITION DESCRIPTION

CLASS TITLE: PROBATE CLERK  
DEPARTMENT: TOWN CLERK'S OFFICE  
LOCATION: TOWN HALL

## GENERAL PURPOSE/CHARGE

Performs administrative and clerical work in support of the Town Clerk and Probate Judge for the Town of Jamestown as prescribed by Rhode Island General Law, and any other duties assigned by the Town Clerk. Responsible for preparing, processing, and maintenance of specialized information and documentation in support of the Town Clerk's record keeping process, responds to taxpayer and customer inquiries related to vital records, land evidence, probate, public meetings, ordinances, and other related issues. Maintains detailed and accurate records, prepares required reports, and performs other miscellaneous clerical duties. This position interfaces with the public and other employees on a daily basis and requires a commitment to quality customer service.

## SUPERVISION RECEIVED

Works under the general supervision of the Town Clerk and the Probate Judge for the Town of Jamestown, consistent with RIGL Title 45, Title 38, and Title 33.

## DUTIES AND RESPONSIBILITIES

1. Maintains documents and processes all Probate files, Probate Court case files, and all Probate Court records and maintains such information using the Probate computer software; prepares agendas, notes, and attends all Probate Court sessions.
2. Prepares all Probate legal advertisements for Court hearings and Probate Court correspondence with attorneys and/or fiduciaries as needed and as directed by the Probate Judge; ensure timely completion of actions as required by law.
3. Collect fees and maintain estate ledgers; file tax certificates with the RI Division of Taxation; microfilm all closed Probate files.
4. Maintains and issues, as allowed, vital documents, amended vital documents, and confidential records as needed.
5. Receives liens, discharges, and land evidence from various private, state, federal and local agencies for the purpose of recording, using the ACS 20/20 Perfect Vision System.
6. Prepares copies, and certified copies as needed.
7. Responds to inquiries from taxpayers, the general public, legal community, title examiners, Town Boards, Commissions, and Committees, and employees relative to land evidence, vital records, meetings, and other information.

8. Attends and prepares Minutes of regular and special Town Council Meetings as needed and in the absence of the Town Clerk.
9. Assists with preparation of the Town Council Meeting documents and packets.
10. Processes, maintains and microfilms land evidence recordings, plat files, and ordinance records.
11. Processes and maintains applications for business licenses, permits, and associated paperwork including new and renewal liquor licenses, victualing licenses, holiday licenses, private detective licenses, trash removal licenses, peddler licenses, junkyard licenses, entertainment licenses, and yard sale permits.
12. Processes and maintains dog license records using dog licensing computer software and organizes annual renewal process (including annual rabies clinic and ads).
13. Prepares various reports and documents for submission to various government agencies and Town Administration.
14. Processes and maintains paperwork and database for all applicants and members of Boards, Commissions, and Committees and maintains interview database.
15. Assists Town Clerk with agenda preparation for committee appointments, prepares appointment correspondence, and prepares committee appointment certificates.
16. Prepares daily departmental cash receipts and deposits.
17. Answers the telephone and provides clerical support as needed
18. Provides Notary services as needed.
19. Other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and experience:**

1. Graduation from high school (or general equivalency diploma) with emphasis on business skills (file management, computer skills, word processing, correspondence, data entry, etc.)
2. Five (5) years experience in an office setting.
3. Five (5) years experience dealing with the public.
4. Experience working independently with minimal supervision.
5. Probate experience preferred but not required.
6. ACS 20/20 Perfect Vision land evidence and cashiering system experience preferred but not required.

### **Necessary knowledge, skills, and abilities:**

1. Working knowledge of the use of reference materials (Rhode Island General Laws, local ordinances, etc.); working knowledge of a variety of computer programs and databases.
2. Considerable skill in operation of listed tools and equipment; considerable skill in effectively dealing with the public (resolving conflicts, providing instruction, and disseminating information).
3. Ability to anticipate and adhere to deadlines; ability to maintain efficient and effective records management systems and procedures; ability to pay attention to detail and follow

through with instructions; ability to establish and maintain effective working relationships with employees, the public, and Town officials; ability to provide clear and concise information and instructions; ability to communicate effectively, orally and in writing; ability to work independently with minimal supervision.

### **TOOLS AND EQUIPMENT USED**

Personal computer, telephone, 10-key calculator; photocopier, postage meter and scale, fax machine, scanner, and ACS 20/20 Perfect Vision land evidence and cashiering system.

### **COMPENSATION**

Position:	Hourly
Work Hours:	37.5 hours per week (paid bi-weekly)