



# Penobscot County

\*\*\*JOB POSTING\*\*\*

## PROBATE COURT

<b>Job Title:</b> Clerical Specialist I	<b>Hours:</b> Monday-Friday (37.5 hours/week)
<b>Department:</b> Probate	<b>FLSA Status:</b> Non-exempt (hourly)
<b>Reports to:</b> Registry of Probate	<b>Approved by:</b> Register of Probate
<b>Starting Pay Scale:</b> \$19.25-\$20.33/hour	<b>Date:</b>

**POSTING DATE:** April 9, 2025

**CLOSING DATE:** April 23, 2025 or until filled

**HOW TO APPLY:** Submit application, letter of interest and current resume to [jsnow@penobscot-county.net](mailto:jsnow@penobscot-county.net) or:

*Penobscot County  
Attn: Human Relations  
97 Hammond Street  
Bangor, ME 04401*

*Applications can be found at: <https://www.penobscot-county.net/employment> or the Administration Office located on the 1<sup>st</sup> floor of the County Administration Building, 97 Hammond Street or by calling (207) 942-8535 x2200*

### **Job Summary:**

The Clerical Specialist is responsible for performing general clerical duties in court of law related to the functions and responsibilities of the Probate Court for Penobscot County under the general supervision of the Register. The Probate Court is a Court that operates according to the Maine Rules of Probate Court and the Clerical Specialist is responsible for recording documents and handling individual matters prior to filing.

### **Essential Duties/Responsibilities:**

- Records hearings and maintain hearing notes; also assists with all court room proceedings
- Electronically preserves and archives historical files for public access.
- Performs general clerical duties including data entry, scanning current and past documents and files, filing, processing mail, preparing forms and photo copying

- Examines legal documents submitted to the Court for adherence to laws or court procedures
- Maintains a general knowledge of Probate procedures and related forms
- Communicates with the public and legal professionals regarding probate matters
- Maintains strong attention to detail and accuracy
- Maintains, protects and secures confidential information and documents
- Answers multi-line phone; operates copier; scanner/fax as well as other applicable office equipment
- Files documents to active and inactive cases; and retrieve documents from same
- Prepares, organizes and processes legal documents related to the probate of estates, change of name, claims against estates, with gradual introduction to guardianships, conservatorships and adoptions
- Performs other related duties as required

**Knowledge/Skills/Experience Required:**

High school diploma or equivalent required: OR 2 years work experience in related field preferred. Proficiency in Microsoft Office required. Knowledge of administrative and clerical procedures and systems such as word processing, data entry, file management and record maintenance is required. Ability to effectively communicate with the public is required. Ability to work in a team setting with commitment to high level of customer service is required. Must be able to prioritize and work under pressure to meet deadlines. Thorough knowledge of the Uniform Probate Code and general judicial processes is preferred.

**Physical Demands/Conditions/Requirements:**

While performing the duties of this position, employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone keyboard. Light to moderate lifting is required (up to 25 lbs.)

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

*Penobscot County provides equal opportunity to all qualified employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*