



DANIEL W. O'GRADY
Probate Judge

COURT OF PROBATE
DISTRICT OF NORTHERN FAIRFIELD COUNTY
1 SCHOOL STREET, BETHEL, CONNECTICUT 06801
TELEPHONE (203) 794-8508 / FAX (203) 778-7517

JACQUELINE BUCKLE
Chief Clerk

EMPLOYMENT OPPORTUNITY

Northern Fairfield County Probate Court – Assistant Clerk

Probate Court Assistant Clerk

Class Definition:

This class is accountable for performing a full range of tasks in reviewing and processing court documents and performing other administrative duties in a Probate Court.

Supervision Received:

Works under the general supervision of an employee of a higher grade.

Examples of Duties:

Performs or may perform the following duties at the direction of the Judge or Chief Clerk:

Assists in the review, evaluation and processing of a variety of Probate Court files including decedents estates, trusts, conservatorship and guardianship matters, commitments, terminations, adoptions and other probate matters; reviews fiduciary accountings; reviews and responds to inquiries from the public; coordinates and arranges appointment of counsel and other professionals as required by statute; schedules hearings; prepares file notes for the Judge; enters data into the CMS program; monitors compliance with pertinent laws, statutes and rules of practice; prepares correspondence, memos and decrees; makes bank deposits; performs other related duties as required.

Minimum Qualifications Required:

Knowledge, Skill and Ability:

Interpersonal skills; oral and written communication skills; computer skills.

Experience and Training:

Two years of experience in the Probate Court system or related field.

Substitutions Allowed:

1. College training may be substituted for the general experience on the basis of 15 semester hours equaling ½ year of experience.
2. A Master's degree or law degree may be substituted for one additional year of general Experience.

Salary: 33,053.00 - 49,589.00 (DOE)

37.5 Hour Work Week – Full Benefits

Send Resume to: jbuckle@ctprobate.gov (No phone calls please)