

## Assistant Clerk Position

Assists in the review, evaluation and processing of a variety of Probate Court files, including decedents estates, trusts, conservatorships, guardianships, commitments, adoptions and other probate matters.

Specific duties will be based on the candidate's skills and abilities.

Strong interpersonal communication skills, organizational skills and attention to detail are a must.

The position is for 33 hours weekly beginning October 04, 2021

Send Resumes to: [jbuckle@ctprobate.gov](mailto:jbuckle@ctprobate.gov)