

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Probate Division Coordinator
Job Code: 8036
Pay Grade: 61
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Plans and coordinates the implementation of administrative and some judicial functions within the probate bench. Serve as counsel to the Presiding Probate Judge on issues of law and of administration of the probate bench. Develops and implements as directed administrative policies necessary to ensure efficient operation of the probate bench. Serve as a resource to the probate and mental health bar on probate and mental health law.

ESSENTIAL FUNCTIONS:

- Develops and implements as directed administrative procedures and protocols as outlined by the Presiding Probate Judge for the review of inactive cases and oversight of active cases.
- Reviews, processes, and closes, when appropriate, all Affidavits of Succession to Real Property, Appointments of Foreign Conservators and Foreign Personal Representatives, and Proofs of Authority.
- Develops and implements reports on the status of cases; develops remedies on active probate cases, which have no future hearing date, for a review of current status or other subsequent action.
- Assists with the recruitment and training of attorneys for appointment in guardianship and conservatorship cases. Provides support for attorneys on issues such as local probate rules, policies, procedures, directives, and forms. Coordinates the appointment of physicians, psychologists, and other medical professionals.
- Advises probate judge and commissioners of changes and/or updates regarding probate and mental health law, policies, procedures and forms, and specific issues arising in probate and mental health cases.
- Coordinates the review of probate cases involving improper conduct by attorneys or fiduciaries.
- Recommends to the probate judge approval of an accounting or appointment of a guardian ad litem to represent a minor or incapacitated person in probate matters.
- Coordinates the review of probate cases involving improper conduct by attorneys or fiduciaries.
- Researches issues of law, as directed, and develops interpretations of legal questions.
- Researches points of law cited by attorneys in memoranda to the judge, and provide input for the judge to finalize responses.
- Performs, when necessary, the duties of law clerk and bailiff for the Presiding Probate Judge.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May develop instructional materials for pro per litigants in both written and electronic form.
- May interact with state and local government and agencies on probate law issues of mutual concern.
- Performs administrative duties as assigned by the Presiding Probate Judge.
- Performs related duties and projects as

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of Arizona probate and mental health statutes (Title 14, Title 36 and Rule 126) and significant Arizona probate and mental health case law.
- Must have knowledge of Pima County local probate rules of court, probate forms and procedures, and legal and probate terminology.
- Must have knowledge of basic accounting procedures, case management, case tracking techniques, and automated record keeping and tracking systems, compiling data and writing reports.
- Must have skills in legal research techniques; in researching and verifying completeness and accuracy of specific information.
- Must have knowledge of business English, grammar, punctuation and spelling, report writing, and word processing programs.
- Must have skills in professional interaction with members of the judiciary, and Arizona probate, mental health and elder law community.
- Must have skills in identifying, maintaining and appropriately distributing confidential information.
- Must have skills in planning, scheduling and coordinating activities and appointments to meet deadlines.
- Must have the ability to communicate effectively with judicial and administrative staff and the general public.

MINIMUM REQUIREMENTS:

A Juris Doctorate from an accredited law school and three years of court related experience, preferably in probate law.

LICENSES AND CERTIFICATES:

None

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified position that reports to the Presiding Probate Judge. The incumbent works with a general level of supervision and has no supervisory responsibilities.

Date: 05/08/06

Revised: