Assistant Clerk position available with the

Litchfield Hills Probate Court at the Litchfield Office

PRIMARY DUTY AREA: Estates, Trusts, Conservatorships, Guardianships of the Estate

HOURS OF WORK: 40 hours per week 8:00 am – 4:30 pm Monday – Friday with ½ hour unpaid lunch

RATE OF PAY: $20.48

Duties would include but not be limited to:

* Assists in the review, evaluation and processing of a variety of Probate Court files including decedent’s estate, trusts, conservatorship and guardianship matters, commitments, terminations, adoptions and other probate matters
* Enter data into the CMS program, schedule hearings and oversee other administrative matters related to processing court files, maintain files including scanning and closing, assist the public with telephone and in person inquiries
* General office duties.

Interpersonal skills, oral and written skills, computer skills, organizational skills, attention to detail and accuracy required.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Interested applicants should email a resume with a cover letter to: Chief Clerk Beth McGuire at [bmcguire@ctprobate.gov](mailto:bmcguire@ctprobate.gov) by January 27, 2023.