

GUARDIANSHIP ADMINISTRATOR

DEFINITION

Under general direction, to supervise the administration of guardianships and trusts; and to do related work as required.

EXAMPLES OF DUTIES

Reviews petitions, orders and other legal documents with attorneys prior to submitting for judge's and judicial court commissioner's signature; checks documents for statutory requirements, form, content and proper notice; confers with guardians, trustees, and attorneys on problems in the administration of guardianships, protective placements and trust estates, reviews requests for special uses of funds, recommends approval or denial of these uses; annually audits accounts for all active guardianships and trusts; informs guardians or trustees concerning improper management, confers with Register-in-Probate, court commissioners or judges concerning actions to recover misused funds; explains duties to guardians and trustees; follow up delinquent accounts, arranges for show cause order hearings concerning removal of trustee or guardian; assists court in determining trustee, guardian and attorney fees; takes notes at hearings, schedules matters on court calendar; maintains records, locates files, assists the general public. May be appointed as a deputy register in probate to assist in the administration of informal probate.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience that demonstrates extensive knowledge of guardianships and trusts as they relate to the legal requirements of court records, property and personal rights.

Knowledges and Abilities: Knowledge of the law concerning court proceedings, property, personal rights and other areas associated with guardianships and trusts; knowledge of community facilities available to assist guardians; ability to maintain accurate records; ability to prepare reports and monitor accounts; ability to communicate clearly with the general public.