

# REGISTER-IN-PROBATE

## DEFINITION

Under general administrative direction, to conduct informal proceedings concerning probate; to provide advice and counsel to attorneys and persons concerning probate; to maintain court records; to supervise the office of Register-in-Probate; and to do related work as required.

## EXAMPLES OF DUTIES

Functions as Probate Registrar, conducts informal proceedings in cases where, it appears the issues among parties can be resolved; collect information regarding the estate including cash value and types of assets, number of heirs and their relationship to the decedent, number and type of bequests; determines the validity of the will, if any; determines the credentials of persons as proper parties to the estate proceeding; administers oaths, takes testimony, issues letters of authority; appoints guardians and/or appraisers; makes recommendations to the judge; as Register-in-Probate, provides advice and guidance to attorneys who are probating estates; advises on court practices and procedures, listens to disputes, correlates data and information; schedules matter before the court; takes testimony under oath; provides for and maintains court records associated with probate; plans, programs, directs and reviews activities of the office of Register-in-Probate; plans department budget and monitors budgeted expenses; selects trains, promotes and disciplines department employees.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from an accredited law school and admission to the Wisconsin State Bar, plus three years legal practice of which the primary responsibility was in the area of probate.

Knowledges and Abilities: Thorough knowledge of purpose, functions, scope, statute, rules and limitations of Probate Court; knowledge of death taxes, knowledge of probate, guardianship, and commitment; ability to communicate clearly with attorneys, the court and the general public; ability to maintain accurate records and reports; ability to supervise employees; ability to delegate authority and responsibility.