

Position Vacancy

Position: Probate Court Clerk for Westport/Weston Probate Court

Salary: Approx. \$30,000/year; 30 hour/ week position. Full state benefits.

Responsibilities: Wide variety of clerical tasks, including review of probate filings, accountings, all matters under the jurisdiction of Probate Court, drafting of orders.

Duties: Correspondence, phone, attendance at meetings, data input, review of probate accountings, interaction with other clerks and attorneys, first draft of orders, legal opinions.

Qualifications: Minimum four years of probate or related legal experience. Honest, reliable, cheerful and discreet. Good verbal and written language skills. Excellent interpersonal skills. Highly organized with attention to detail. Proficient in Word, and comfortable with learning new computer systems. Familiarity with Casemaker and Excel preferred.

Availability: January 1, 2014

Apply To: Shirley Deluca, Chief Clerk; sdeluca@ctprobate.gov, or lwexler@ctprobate.gov

Westport Town Hall, 110 Myrtle Avenue, Westport, CT 06880

Cover letter, resume and letter of recommendation required. Westport and Weston residents preferred.