

Deputy Surrogate Position: Cape May County

Summary: The Deputy Surrogate plays a crucial role in assisting the Cape May County Surrogate with the administration of probate, estate, adoption, and guardianship proceedings in accordance with New Jersey statutes and regulations. This position requires providing expert guidance and support throughout the case management process, ensuring strict compliance with legal requirements, and maintaining comprehensive records.

Qualifications:

Education: Possession of a Juris Doctor degree or paralegal with minimum 10 years of experience working in a law firm or within the Court system or public administration.

Knowledge Skills & Abilities:

- Knowledge of New Jersey probate laws and procedures preferred.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team environment.
- Proven capability in making strategic decisions.
- Proficiency in Microsoft Office.

Responsibilities:

- Manage and assist with the administration of Probate and Guardianship matters.
- Provide guidance and support to as it relates to contested Estate and Guardianships.
- Collaborate with the Surrogate and the Superior Court on guardianship and estate proceedings, including communication with internal and external stakeholders.
- Maintain accurate records of probate cases, estate, and guardianship proceedings.
- Work with legal professionals, court personnel, and other stakeholders to ensure efficient and effective administration within the Surrogates jurisdiction.
- Stay informed about changes to relevant laws, regulations, and procedures affecting probate, estate, and guardianship.
- Oversee and manage compliance with Guardianship monitoring program. In the absence of the Surrogate and other duties as assigned

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Excellent medical benefits including prescription, dental and vision. Paid time off and enrollment in the State pension system.

Interested applicants should submit a letter of interest and resume to:

Marie Hayes, Surrogate
4 Moore Road, DN 207
CMCH, NJ 08210

Email: marie.hayes@co.cape-may.nj.us