



COUNTY OF HUNTERDON

Hunterdon County Office of the Surrogate

Job Vacancy Announcement: Special Deputy Surrogate / 40 hours per week Salary: \$50,000-\$60,000

Excellent opportunity to join the Hunterdon County Surrogate's Office. The Special Deputy Surrogate under direction will prepare necessary instruments to admit a will to probate, grant letters of trusteeship and letters of testamentary guardianship, determine the right of person applying for appointment as an administrator and/or as an administrator ad prosequendum, takes affidavits in lieu of administration, draws complaint for appointing of a guardian of minors, takes affidavits in lieu of guardianship, prepares qualification of a guardian of an incapacitated person and examines all papers filed to determine if they are in proper form and completes appointment, handles minors accounts as well as daily banking and monthly reconciliations, answers a variety of inquiries regarding procedures in Surrogate's Court, does other related duties as required.

Requirements:

Experience: One (1) year of experience in preparing and processing legal papers and documents dealing with probate practices and procedures preferred. (Successful completion of an approved course of paralegal training at an accredited school or educational institution may be substituted for the above experience.) Ability to understand the laws of New Jersey and the rules of Supreme Court with respect to probating of will and administration of estates. Ability to keep abreast of any changes in concerned laws, decisions, and court rules. Ability to organize assigned work and develop effective work methods. Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Knowledge of probate practices, procedures, and techniques a plus.

Education: Bachelor's Degree is preferred.

To Apply: Please submit a County Employment Application, cover letter and resume.

Link to Employment Application:

<https://www.co.hunterdon.nj.us/DocumentCenter/View/389/County-of-Hunterdon-Application-for-Employment>

Send to Hunterdon County Human Resources via email personnel@co.hunterdon.nj.us or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822

An employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

The Hunterdon County Board of County Commissioners is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD) and all other applicable state or federal laws. Under no circumstances will the County discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy, breastfeeding, childbirth, liability for service in the United States Armed Forces, gender identity or expression, and/or any other characteristic protected by state or federal law.

The County will ensure that personnel decisions are made in accordance with principles of Equal Employment Opportunity by imposing only nondiscriminatory job requirements. The County will not discriminate with regard to any term, condition or privilege of employment, including compensation. Employer-sponsored training, education, tuition assistance, and social and recreation programs will be administered without discrimination. The County has an Affirmative Action Officer ("AAO"), who is assigned overall responsibility of the Affirmative Action Program. Any employee or applicant with a

question or grievance should contact the Affirmative Action Officer: Catherine Kopec, Director of Human Resources at 908-788-1114

****This position is covered by the New Jersey Civil Service Commission and is an unclassified appointment and does not require an examination, and all service is considered "at will" employment. Initial appointments are evaluated using a 90-day working test period.***

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