

Job Description: Probate Assistant

Bankruptcy Department

Supervisor: Bankruptcy Manager

Revised: 09/21/2010

Status: FTE

Approved:

FLSA: non-exempt

Position Summary: This position oversees accounts of deceased debtors to file and follow probate estate claims.

Essential Duties & Responsibilities

Review accounts of deceased debtors to determine viability of filing estate claims

Send communication letters to obtain probate estate information

Verify claim filing processes for each account (per state/county probate laws)

Verify probate estate case information for each viable account

Obtain all necessary documents for filing probate estate claims

File probate estate claims and follow up for payment

Coordinate estate payment of account balances and surrender of collateral

Track in RMS all deceased account activities

Perform all scheduled activities in the RMS schedule in a timely manner

Update Probate Court Filing Requirements spreadsheet/map weekly

Report bi-monthly activities to direct supervisor

Participates in special projects as assigned by department management

Conforms with and abides by all regulations, policies, work procedures, and instructions to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Conforms with all safety rules and use all appropriate safety equipment.

Performs all other related duties incidental to the work described herein

Accountability

*The above statements describe the general nature and level of work being performed by individuals assigned to this classification.
This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.
This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

Must be detailed oriented, possess strong organizational and interpersonal skills, self-motivated, goal oriented and work well under pressure. Good telephone skills are required.

Qualification/Requirements

Education Requirement: Bachelors of Science, Bachelors of Arts or other professional degree preferred

Related Experience: Legal or Administrative Probate and Bankruptcy experience preferred

Computer Equipment and Software Requirements: Working knowledge of Microsoft Office (specifically Outlook, Outlook Express, Word and Excel) and Internet software.

Disclaimer & Acknowledgment

This job description is intended to indicate the kinds of responsibilities and levels of difficulty required of the employee(s) in this position and in no way states or implies that these are the only duties to be performed by the employee(s) in this position, nor does it restrict management's right to assign or direct responsibilities to this position at any time.

All duties and responsibilities are essential job functions and requirements and are subject to possible modification at any time due to reasonable accommodation or other reasons. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.