

Probate Clerk

Lincoln County is seeking qualified candidates for the position of Probate Clerk in the Registry of Probate office. This position is responsible for assisting with the general operation of the Probate Court by performing clerical and other general office duties.

Duties include, but are not limited to, answering telephones, assisting visitors to the office, preparing forms for adoptions, guardian/conservatorships, name changes and will filings, entering estate information, and scanning documents.

Minimum Qualifications:

- High school diploma or equivalent with training in secretarial and computer skills preferred
- 1 year experience in general office environment
- Excellent written and verbal communications skills
- Good judgement and decision-making skills
- Customer service experience
- Ability to work in a busy environment with frequent interruptions

This position is considered a permanent, full-time position (35 hours per week) that is eligible for benefits.

Applications are available in the Lincoln County Commissioner's Office or at www.LincolnCountyMaine.me

Please submit **resume and application** to the Lincoln County Commissioner's Office no later than 2PM on December 3, 2021. Lincoln County is an Equal Opportunity Employer

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