



## Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B0920	<b>Title:</b>	Probate and Guardian Attorney
<b>Pay Group:</b>	B0920	<b>Department:</b>	CCL#1 and CCL#2
<b>FLSA Status:</b>	Non - Exempt	<b>Reports To:</b>	Judges of the County Courts at Law
<b>Approved Date:</b>		<b>EEOC Category:</b>	

### General Summary:

This is a part time position to assist the judges of the County Courts at Law to better monitor and assist with active guardianship and probated cases.

### Essential Duties:

Maintain guardianship database for both courts.  
Send out reminders in guardianship cases and provide Report of the Person forms as needed.  
Assist with maintaining a Court Visitor Program or annually visit all wards.  
Track compliance dates in all guardianship cases.  
Keep track of signed orders.  
Send out accounting reminders.  
Review and audit financial information filed by Administrators and Guardians.  
Review Applications for Appointment of Guardian.  
Administratively review applications submitted for authority by personal representatives in supervised estates.  
Review all applications for determination of heirship.  
Assist judges in preparation for and monitoring outcomes of all contested matters.  
Assist as needed with any aspect of guardianship and probate cases.

Other Duties as assigned.

<i>Supervision</i>	
<b>Received:</b>	Judges of the County Courts at Law of Brazos County
<b>Given:</b>	

<i>Education</i>	
<b>Required:</b>	B.A./B.S. plus a J.D. from an accredited law school
<b>Preferred:</b>	

<i>Experience</i>	
<b>Required:</b>	10+ years primarily in probate and guardianship cases
<b>Preferred:</b>	

<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	Currently licensed to practice law in the State of Texas and a member in good standing with the State Bar of Texas. Valid Driver's License.
<b>Preferred:</b>	

<i>Physical Demands</i>	
<b>Typical:</b>	Some light lifting, sitting and driving in Brazos County and other counties in the state of Texas as needed.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Good written and oral communication skills. Ability to work well with others.