

# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

RYAN D. PELLETIER



DEPUTY REGISTER  
PROBATE COURT

### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

The County of Aroostook is accepting applications for the Deputy Register in the Probate Office in Houlton, Maine. This is a full-time (40 hours per week) position.

This is an appointed position by the Register of Probate and performs the duties in accordance with Title 18-A M.R.S.A., Section 1-506. The Deputy assists the Register with the daily office responsibilities and serves as Register when the Register is out of the office.

- Handles general inquiries from the public and legal personnel concerning matters before the Court.
- Prepares correspondence, files and processes court documents required for Probate hearings in Court.
- Must be able to travel to Presque Isle/Caribou/Fort Kent to attend to Court hearings and/or meetings in the absence of the Register.
- Maintains books, ledgers and accounts for Probate office.
- May perform all Register duties in the absence of the Register, in accordance with the statutes.

Applicants must possess two years of similar office support experience, excellent communication skills and attention to detail, basic accounting or bookkeeping experience and ability to handle confidential information with discretion. Must be able to plan and organize work in a timely and accurate fashion in order to maintain paper documents and electronic filings to meet strict deadlines. Ability to work independently, make effective decisions, comprehend, process and apply both verbal and written skills appropriate to the job. Skill in operation of office equipment such as facsimile, copiers, typewriters and telephones. Excellent computer skills including experience with Microsoft Word and Excel is required. Must be able to successfully pass a criminal background check.

The County of Aroostook offers a competitive benefits package to include: health insurance, dental insurance, life insurance, AFLAC insurance, income protection insurance, Maine Public Employees Retirement System, vacation, sick and holiday leave.

To be considered for this position, please submit a cover letter and resume to the address below no later than November 2, 2018, at 4:00 p.m.

County Commissioners' Office  
Attn: Human Resources Department  
144 Sweden Street, Ste. 1  
Caribou, ME 04736

Or email cover letter and resume to: [christina@aroostook.me.us](mailto:christina@aroostook.me.us)

*The County of Aroostook is an Equal Opportunity Employer.*

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