

# **RECRUITMENT ANNOUNCEMENT**

## **FIDUCIARY SUPERVISOR**

**Compensation commensurate with experience.**

**APPLICATIONS ARE AVAILABLE ON-LINE AT [www.berkeleywv.org](http://www.berkeleywv.org) OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 8:00 AM-5:00 PM. APPLICATIONS AND/OR RESUMES' MAY BE RETURNED IN PERSON OR AT [fiduciary@berkeleywv.org](mailto:fiduciary@berkeleywv.org). APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, FRIDAY, JANUARY 4, 2019.**

### **GENERAL RESPONSIBILITIES**

Responsible for the general supervision of all fiduciary matters relating to Berkeley County citizens. Direction is provided by the County Administrator, Deputy County Administrator and/or County Council. Supervision may be provided to the Deputy Fiduciary Supervisor and Fiduciary Coordinator.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Analyzes each purported last will and testament offered for probate to determine whether it has been properly executed.
2. Determines proper jurisdiction for probate proceedings.
3. Prepares and takes witness depositions.
4. Compels, when necessary, the production of wills for probate.
5. Approves the appointment of personal representatives (aka, Executors).
6. Inspects and approves for processing and filing the West Virginia Estate Appraisal and Inventory forms.
7. Prepares and issues legal notices for publication as provided by statute.
8. Receives and reviews claims against the estate to determine if properly executed and filed in a timely manner.
9. Receives, reviews, and audits settlement of accounts as submitted by the personal representative and approves/disapproves same.
10. Determines and recommends to the County Council when to refer controversies to a Fiduciary Commissioner.
11. Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of West Virginia Code as it relates to estate matters.
2. Ability to work well with the public and legal community.
3. Ability to work well under pressure.
4. Excellent communication skills.
5. Ability to work with a wide variety of people under sometimes emotional conditions.

## **EDUCATION AND EXPERIENCE**

1. Juris Doctorate from an accredited law school and
2. Licensed to practice law in the State of West Virginia, or
3. A comparable amount of training and experience required to satisfactorily pass an examination designed and supervised by the West Virginia State Auditor to determine proficiency, experience, knowledge, and skill to perform the duties imposed upon fiduciary supervisors. All fiduciary supervisors not licensed to practice law shall be required to attend annual training conducted by the State Auditor.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

Possession of a valid Driver's License.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

## **ADDITIONAL INFORMATION FOR APPLICANTS**

### **APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council Office, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

### **EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination\*and
- a drug test\*.

\*These examinations are administered after offer of employment.

### **PROBATIONARY PERIOD:**

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

### **COMPENSATION:**

Berkeley County employees are paid two times per month. A new employee ordinarily starts work at the entry rate specified in

this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

**ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:**

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<b>Years of Service</b>	<b>Days Per Month</b>	<b>Days Per Year</b>
0-5 years	1.25 days	15 days
5-10 years	1.50 days	18 days
10-15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

**HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:**

(some of the benefits may be available to regular part-time employees)

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Mandatory direct deposit is available to any banking institution designated by the employee.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**