

## JOB DUTIES & SUBJECT MATTER EXPERTS

CLERK	JOB DUTIES
<p>Karen Brucker Ph: 521-1854</p>	<ul style="list-style-type: none"> <li>• New Estate Filings</li> <li>• Release of Adm.</li> <li>• Summary Release</li> <li>• Taxes</li> <li>• Calendar</li> <li>• Imaging &amp; Technology</li> <li>• Burn Closed File CDs &amp; Microfilming</li> <li>• Waiting on counter</li> </ul>
<p>Nancy Burkitt Ph: 521-1853</p>	<ul style="list-style-type: none"> <li>• Minor Guardianships</li> <li>• Names changes</li> <li>• Land Sale Proceedings</li> <li>• Auto Transfers/CT's</li> <li>• Wrongful Death</li> <li>• Waiting on counter</li> <li>• Minor &amp; Structured Settlements</li> </ul>
<p>Michelle Seibold Ph: 521-1846</p>	<ul style="list-style-type: none"> <li>• Marriages &amp; monthly abstracts</li> <li>• Due today phone calls</li> <li>• Monthly postcards</li> <li>• Notice &amp; orders</li> <li>• Delayed Birth Registration &amp; Birth Corrections</li> <li>• Proofing Film</li> <li>• Correspondence/Copies</li> <li>• Genealogy</li> <li>• Check Mail (Mn Crt/Cm Pleas)</li> </ul>
<p>Kathy Pence Ph: 521-1847</p>	<ul style="list-style-type: none"> <li>• Secretary to Judge Carey</li> <li>• All civils (other than land sales)</li> <li>• Mental Illnesses</li> <li>• Criminal Cases</li> <li>• Proof of Claims</li> <li>• Disinterments</li> <li>• Burn CD's from Court Hearings</li> </ul>
<p>Cindy Sanders Ph: 521-1849</p>	<ul style="list-style-type: none"> <li>• Adoptions</li> <li>• Estate Inventories</li> <li>• Final Accounts</li> <li>• Extension of time (Accts/Invs.)</li> <li>• Atty &amp; Fiduciary fees</li> <li>• Status Reports</li> <li>• Tickler Report</li> </ul>
<p>Debbie Yowler Ph: 521-1850</p>	<ul style="list-style-type: none"> <li>• Emergency Guardianships</li> <li>• Incompetent Guardianships</li> <li>• Guardianship Inventories</li> <li>• Expenditure of Funds</li> <li>• Adult Protection Orders</li> <li>• Bookkeeping</li> <li>• Payroll</li> <li>• Administrative duties</li> </ul>