

JOB DUTIES & SUBJECT MATTER EXPERTS

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