



DISTRICT COURT OF MINNESOTA TENTH JUDICIAL DISTRICT

Anoka Chisago Isanti Kanabec Pine Sherburne Washington Wright

VACANCY ANNOUNCEMENT

COURT APPOINTED PROBATE COURT VISITOR (CONTRACT POSITION)

ANNOUNCEMENT OPENING DATE: February 1, 2024

ANNOUNCEMENT CLOSING DATE: Open until filled.

Washington County Court Administration, Tenth Judicial District, State of Minnesota has an immediate opening for a Court Appointed Probate Court Visitor. The Court Visitor will conduct visits with respondents in general probate guardianship and/or conservatorship cases pursuant to Minnesota Statutes 524.5-304. The Court Visitor serves as an officer of the court and will be disinterested in the guardianship or conservatorship proceedings.

QUALIFICATIONS

Applicants must have experience in guardianships, conservatorships, or working with incapacitated persons. The successful candidate will also have a background and training in psychology, social work, sociology, criminal justice, behavioral sciences, or related fields.

GENERAL DUTIES

General duties outlined in the Minnesota General Rules of Practice, Title V, Probate Rules, and Rule 416 are:

1. Travel within Washington County and surrounding areas to and from places of residence. Meet privately with individuals to assess their levels of understanding and abilities and discuss medical and mental health conditions.
2. Support individual's needs and observe living conditions. Document comments from the individual regarding the petition.
3. Personally serve, read aloud if requested, and explain the petition and notice of hearing.
4. Prepare and eFile written reports to the court and serve a copy upon the petitioner or petitioner's lawyer at least five days prior to the hearing.
5. Appear in court remotely, as needed, to testify and submit to cross examination concerning observations and recommendations, unless such appearance is excused by the court.
6. Other tasks as ordered.

COMPENSATION

The rate of pay is \$90 per completed court visit plus mileage for travel. For travel outside of the County of Washington, additional compensation of \$25 will apply to visits within Anoka, Chisago, Dakota, and Ramsey Counties and additional compensation of \$50 for all other metro counties. Court visitors will be required to complete a standardized monthly billing statement as directed by the court. There are no benefits with the independent contractor positions.

TERMS OF SERVICE

The Court Visitor's service is indefinite and at the discretion of the Court Administrator. After selection, a written agreement will be entered into, and if applicable, further terms will be mutually agreed upon.

APPLICATION PROCESS

To apply for this position, submit a resume and cover letter to the attention of Teresa Underwood, Court Administrator. Completed applicant materials may be forwarded via email to WashingtonCourts@courts.state.mn.us with email subject line: *Court Visitor Application*.

or

Send applicant materials via U.S. Mail or deliver in person to:

Teresa Underwood
Court Administrator
Washington County Court Administration
14949 62nd Street N
Stillwater, MN 55082