



MINNESOTA JUDICIAL BRANCH

TENTH JUDICIAL DISTRICT

Annette Fritz
Court Administrator

Washington County Government Center
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VACANCY – CONTRACT POSITION COURT APPOINTED PROBATE COURT VISITOR

Washington County Court Administration, Tenth Judicial District, State of Minnesota has immediate openings for a court visitor as follows:

OPENINGS:

Conduct visit to the proposed ward/protected person in general Probate Guardianship and/or Conservatorship cases pursuant to Minnesota Statutes 524.5-304. The court visitor shall be an officer of the court and shall be disinterested in the guardianship or conservatorship proceedings. Every court visitor shall have training and background in psychology, social work or legal background, depending upon the circumstances of the proposed ward or conservatee. General duties as outlined below follow the Minnesota General Rules of Practice, Title V, Probate Rules, and Rule 416.

SUMMARY OF DUTIES PER CASE:

- 1) Meet privately with the proposed ward or conservatee to observe, serve (read aloud if requested) and explain the petition and notice of hearing, assist, if requested, in obtaining a private or court appointed lawyer;
- 2) Prepare and file written reports to the court and serve also serve a copy upon the petitioner or petitioner's lawyer at least five days prior to the hearing;
- 3) Appear, testify and submit to cross examination at the hearing concerning his or her observations and recommendations, unless such appearance is excused by the court;
- 4) Other tasks as assigned.

The rate of pay is \$75 per completed court visit plus mileage for travel. Washington County averages seven visits per month. The work may be shared with other Court Visitors. A contract will be entered into and further terms will be mutually agreed upon. 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.

Resume and a letter of interest should be received by March 30, 2012 and sent to the attention of Annette Fritz, Court Administrator. A screening process will include review of resumes and consideration of prior experience. An interview may be conducted. Please direct any questions to Wayne Minske, Chief Deputy, at 651-430-6315.