

**Probate Tech 1 (Temporary) #2021-52 (STROUD)** provides assignments, determines objectives and deadlines. Position assists in carrying out the functions and activities of the Probate portion of the Program. This position is temporary during the COVID response and carries out assignments as established by applicable Federal Regulations or Tribal Law. Maintains records in compliance with federal regulations and records management requirements. Gathers and prepares probate data which includes but may not be limited to attaining family history, heirship, last will and testament, and personal information. Possess ability to perform fieldwork as needed and/or assigned. Skills and the ability in communication both orally and in writing. Knowledge and skills to manipulate automated computerized system (software/hardware). Knowledge of Privacy Act related to information of a personal nature of landowners. High school Diploma or equivalent.