

Register of Wills side

Opening the mail

Calculating fees

Time stamping

Accepts paper work for the probating of estates

Enters all estate information on the computer

Prepares probate papers and short certificates

Collects inheritance tax and prepares inheritance tax receipts

Maintains a tickler system and on a monthly basis notifies attorneys or executors of all Certificates of Beneficiaries and Status Reports that are due

Accepts all filings on Estates and documents them on the computer

Mails copies of Inh Tax returns to Harrisburg

Read and answer e-mails

Assists the attorneys, real estate agents and the general public requesting copies of recorded documents.

Assists attorneys, real estate agents and the general public with the use of the index books, computers and microfische

Assists the public by handling a variety of routine requests for information on genealogy or real estate information

Files and retrieves material by sorting and storing documents alphabetically, numerically, chronologically or using similar methods

Answering the phone