



TARRANT COUNTY
FORT WORTH, TEXAS 76196-7752

BROOKE ALLEN
JUDGE, PROBATE COURT NO. 2

100 WEATHERFORD
AREA CODE 817.884.1415

Position: Tarrant County Probate Court No. 2 Guardianship Auditor

Employer: Tarrant County, Texas, Probate Court No. 2

Deadline: Documents request below must be *received by October 19, 2018.*

Dates: Start date to be determined depending on applicant. Target is November 1, 2018.

Compensation: \$63,598.60, including County benefits.

Job Description and Requirements:

The Guardianship Auditor reviews all documents required to be filed by guardians of the estates of incapacitated adults and trustees including bonds, inventories, accountings, expenditures, attorneys' fees, trustees' fees, sales, final accountings, and closing applications and orders to ensure they comply with Texas law and are accurate financially. The GA consults with attorneys regarding necessary corrections and forwards documents to Judge for final review and potential approval. Also expected is the monitoring of a database of over 300 guardianships of the estate and management trusts to ensure the solvency of the guardians' bonds and compliance with inventory and annual accounting deadlines. The GA assists in supervising guardians of estates to prevent damage or loss to the estates of wards under guardianship, and assists the Court Investigator with tasks relating to guardianships of the person. The GA assists the Probate Auditor with dependent estate administrations, reviews probate and guardianship filings and transfers to appropriate personnel. The GA is expected to research case law and statutes as needed. The PPA is supervised by the Judge of Probate Court No. 2, Brooke Allen.

A J.D. and Texas Bar License in good standing are required. One year of legal experience preferred. Accounting skills preferred and computer and MS Office skills required. Detailed and comprehensive knowledge of guardianship law preferred. The GA must be a detail oriented, self-starter, willing to read the relevant statutes and follow the proper law and procedures for guardianship estates. Good communication skills, both written and verbal, are required.

For more information on the GA responsibilities and duties, please see the posting on the Tarrant County, Texas website at <http://www.tarrantcounty.com/en/human-resources/employment-opportunities/job-descriptions.html>.

To apply, please submit a cover letter, resume, writing sample, and proof of Texas Bar License in good standing to Judge Brooke Allen. These may be mailed to:

The Honorable Brooke Allen
Judge, Probate Court No. 2
100 Weatherford, Suite 150A
Fort Worth, Texas 76196