

DEPUTY PUBLIC ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Public Administrator, the incumbent of this class is responsible for the investigation, documentation and administration of estates of persons who die intestate, in the absence of readily accessible next-of-kin, or estates assigned to the Public Administrator by the Surrogate Court. The incumbent assists in the administration of estates remanded to the Public Administrator. In addition, this position is empowered to act in the absence of or for the Public Administrator, as assigned. Supervision is exercised over a small number of clerical and investigatory employees; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts searches and investigations for legal claims to decedents' estates;

Searches for and takes immediate possession of assets of decedents;

Makes recommendations to the Public Administrator for the proper and practical disposal of assets in accordance with prescribed procedures;

Arranges for burial of deceased persons intestate;

Maintains financial records of estates;

Prepares final accountings of estates as may be necessary;

Documents information for legal papers and inheritance tax proceedings;

Interviews attorneys, clients, and the general public concerning estate matters;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of account-keeping practices; familiarity with personal assets, methods of determining value, and markets for their disposal; familiarity with the laws relating to the work of the Public Administrator in Westchester County; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; discretion; honesty; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and three years experience in accounting, business management, investments, finance, real estate or related fields.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* or Law Degree* may be substituted on a year for year basis up to three years of the above stated experience.

SPECIAL REQUIREMENT: Must be bondable.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

NOTE: Employees are required to remain bondable throughout employment in this title.