

ESTATE INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Public Administrator, an incumbent of this class conducts field investigations on a fairly independent basis to identify and collect the assets of deceased persons who have died intestate. Incumbents may also investigate cases assigned to the Public Administrator by the Surrogate's Court. Responsibilities involve covering cases for Westchester County and tracing assets to whatever location they may be found. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Searches living quarters of deceased persons to collect assets and paper, such as stocks, bonds, bank books, insurance policies, deeds, mortgages, etc.;

Recovers personal property such as money, jewelry, and keys from Police and Undertakers;

Takes inventory of all real property and items of value of each estate for which the Office of the Public Administrator is liable;

Searches for heirs of the deceased by checking records and papers, and questioning neighbors and friends;

Arranges for appraisals of property of estates of deceased persons, under authority as received under Letters of Administration;

Maintains accurate records for each estate;

Arranges for the disposal of un-salable materials; hiring temporary labor and cartage service as needed;

Makes detailed reports of all assets for each estate over which he assumes case responsibility;

Prepares claims against estates for expense incurred in investigations and settlements;

Assists in the general work of the office, such as collecting rents from real estate, receipts from businesses, etc. from estates which are pending settlement.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of the Decedent Estate Law; good knowledge of the policies and practices of the Office of the Public Administrator and its relationship to the Surrogate's Court; familiarity with the methods and techniques of investigation; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and either (a) five years of experience in a law enforcement, criminal justice or investigative capacity or (b) Bachelor's Degree* and one year of experience as described in (a); or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

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

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle Operator's License at time of appointment.