

DEPUTY PUBLIC ADMINISTRATOR

Definition:

Under direction of the Supervising Deputy Public Administrator, manages a caseload of decedent estates as authorized; determines the need for and insures that investigations are conducted and itemized inventories of estate assets are prepared; oversees the authorized liquidation and distribution of real and personal property; and performs related work as required.

Distinguishing Characteristics

This position is assigned to the Sheriff's Office Public Administrator Section and works closely with other public agencies. The position reports directly to the Supervising Deputy Public Administrator and may supervise support staff assigned to Public Administrator functions. The incumbent is responsible for overall case management to ensure the timely progression of probate-required administrative procedures.

Essential Functions:

- Oversees and coordinates the activities of Public Administrator support personnel assigned to the investigation and administration of decedent estates.
- Performs searches for next-of-kin; maintains working knowledge of California basic heirship priorities and intestate succession.
- Coordinates and oversees all aspects of estate administration and effective case management procedures as required by law; assists with performing fiduciary duties.
- Reviews estate asset investigative reports prepared by staff and prepares brief summary and recommended action reports for approval by the Deputy Public Administrator Manager.
- Performs or prepares preliminary appraisals of estates.
- Directs and supervises the collection of banking and financial assets due estates.
- Searches papers and other personal effects to determine the real and personal property of deceased persons.
- Maintains estate case management database and ensures legally mandated deadlines are met.
- Responsible for ensuring all legal and procedural requirements have been completed prior to the liquidation and distribution of real and personal property of deceased persons.
- Corresponds with real estate agents, title companies, heirs, appraisers, creditors, attorneys, mortuaries and representatives of public agencies and directs staff to prepare notifications as required to government agencies and/or creditors.
- Oversees the listing of real property with real estate agents; reviews and submits listing and purchase agreements after consultation and approval of the Supervising Deputy Public Administrator.
- Prepares legal documents related to estate administration; coordinates and supervises the preparation of information by County Counsel.
- Answers questions of interested parties, survivors and the general public on estate matters and probate procedures.

- Makes court appearances and represents the department as instructed.
- Performs other job-related duties as assigned.

Employment Standards:

Graduation from a four year college or university with a degree in business, public administration, management, accounting, or behavioral science and one (1) year of experience in estate administration or management or related experience involving the investigation of assets in such fields as trust, probate, financial and/or real estate management.

OR

Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university with course work in business, public administration, management, accounting or behavioral science and three (3) years of experience in estate administration or management or related experience involving the investigation of assets in such fields as trust, probate, financial and/or real estate management.

Knowledge of: supervision methods and techniques; the techniques and methods of interviewing; the probate code practices and methods used in estate and financial investigations; real property management; the principles and techniques of accounting, banking and other financial procedures; functions and procedures of Probate as it relates to administering estates.

Ability to: supervise the work of staff; understand and apply laws and regulations; analyze reports, forms and written data; conduct research relating to the ownership of real property; present oral and written reports concisely and clearly; establish and maintain effective working relationships with the public and other agencies.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

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