

PROPERTY CONTROL OFFICER

Definition:

Under general supervision, to identify, inventory and arrange for the sale of personal property of Public Administrator estates; maintain records of property in storage; identify the location; determine condition of title and arrange sales of real property.

Distinguishing Characteristics

This class is distinguished by the performance of estate administration functions which are under the jurisdiction of the Public Administrator.

Essential Functions:

- Enters and searches decedent residence for records, assets and evidence of heirs; makes photographic and written record of the condition of the property.
- Identifies, locates, photographs, and inspects real property of the deceased.
- Identifies, locates, photographs and arranges for inventories of personal property of decedents including, but not limited to vehicles, furniture, appliances, clothing and housewares.
- Initiates the transportation, storage and appraisal of all personal property.
- Prepares property for sale; insures security of property during sales.
- Arranges for the transportation of property to beneficiaries after estates are closed.
- Investigates to determine the condition and location of real property.
- Searches public records to determine real estate liens and condition of title.
- Manages rental of decedent property when it is determined to be in the best interest of the estate or until a pre-existing rental agreement is terminated.
- Arranges for the protection, clean out and upkeep of all real property belonging to estates.
- Inspects estate properties on a weekly basis to protect against waste, vandalism, squatters and other detriments to the estate until properties are sold and escrows are closed.
- Initiates the sale of real estate, including obtaining appraisals, examining comparable sales, determining list price, listing of properties with real estate agents.
- Supervises the listing and sale process including disclosures, sale conditions, price adjustments and negotiations.
- Reviews all real estate documents and interfaces with buyers and agents through the close of escrow.
- Interfaces with escrow officers, code abatement officers, utility companies, locksmiths and other agents, contractors and interested parties as needed.
- Oversees support personnel as needed, including but not limited to clean up and repair contractors and auction personnel.
- Performs other job-related duties as assigned.

Employment Standards:

Completion of thirty (30) semester or forty-five (45) quarter units from an accredited college or university and one (1) year experience in general investigation or asset investigation or inventory and safeguarding property or accounting for personal or real property which involved removing or storing of property or managing a caseload which involved searching, locating or verifying assets and resources.

OR

Two years of experience in general investigation or asset investigation or inventory and safeguarding property or accounting for personal or real property which involved removing or storing of property or managing a caseload which involved searching, locating or verifying assets and resources.

Qualifying experience should substantially demonstrate the following: extensive public contact, interviewing preferably in stressful situations, understanding and applying California legal codes, general investigation or assets investigation.

Must acquire provisional certification based on training from the California Association of Public Administrators, Public Guardians and Public Conservators within one (1) year of appointment; full certification is required within four (4) years of appointment.

Applicants must possess a valid California Class C Driver's License.

Experience in the safe handling and transportation of firearms, vehicles, drugs, hazardous materials and other dangerous personal property is desirable.

Knowledge of: laws and regulations pertaining to the operations of the Public Administrator's office; inventory methods and procedures; appraisal principles, procedures and terminology; contracts and taxation; investigative techniques; real and personal property title and liens.

Ability to: prepare clear and concise reports by utilizing various computerized applications; accurately apply rules and regulations; maintain financial records, reports, inventories and logs; assemble and analyze data and make accurate computations; to deal tactfully and effectively with the public.

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 Service 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.