



NOVEMBER 2019
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 2714

ASSISTANT PUBLIC ADMINISTRATOR

DEFINITION

Under general direction, plans, administers, reviews, manages, and investigates cases referred for estate administration; supervises assigned staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Sheriff/Coroner/Public Administrator. Exercises direct or general supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This is a management classification assigned to the Sheriff's Office. Incumbents are responsible for planning, organizing, managing, reviewing, and evaluating the day-to-day investigative and administrative activities of the Sheriff Office's public administrator function; administering the identification and collection of estates assets; and working directly with estate attorneys. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Sheriff/Coroner/Public Administrator in that the latter is designated as the Public Administrator and is responsible for providing policy direction and program oversight.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the daily functions of public administrator activities in the Sheriff's Office.
- Participates in the development and implementation of goals, objectives, policies, and priorities.
- Reviews and interprets legislation, laws, and codes governing probate; develops appropriate office procedures.
- Represents the estate in legal matters, including testifying in court and at depositions in support of estate management.
- Conducts estate investigations to locate heirs, relatives, and all estate assets, including real property, personal property, wills, and financial accounts.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Assesses the needs of the estate which includes: interviewing the family; determining income; managing all assets and benefits; and evaluating, securing, and protecting assets.
- Recommends disposal of clients' personal property and disposition of estate assets.
- Conducts preliminary title searches on, and participates in the management of, all real property.
- Handles notes, stocks, deeds, mortgages, insurance, and collections.
- Collects monies and other estate assets such as veteran's benefits and life insurance to pay estate debts and disburse to heirs.
- Conducts or supervises the disposal of estate property through public auction, public sale, or

- disbursement to heirs, as appropriate.
- Supervises and arranges for funerals (including indigent burial/cremation and abandoned remains).
- Prepares reports on accounting of assets, payment of fees, and disbursement of estate assets.
- Maintains accurate files and records; prepares legal documents within established time limits.
- May work in off-site locations such as estates and storage facilities.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles and methods used in estate and financial investigation.
- Advanced principles and practices related to case and estate management services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to probate, taxes, health and safety, and court procedures associated with estates.
- Community health, welfare, and legal support services.
- Procedures for locating, securing, and disposing of assets.
- Estate accounting practices and procedures.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Business arithmetic.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Monitor contracts for estate administration.
- Investigate, negotiate, research, and evaluate estates and their assets.
- Analyze complex estate administration situations and develop sound recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Two (2) years of professional experience in social work or complex estate administration and probate cases.

Licenses and Certifications:

- Possession of a valid Driver's License and maintenance of a satisfactory driving record.
- Possession of, or ability to obtain within two (2) years of appointment, and maintenance of a certification consistent with the California Association of Public Administrators, Public Guardians, and Public Conservators requirements.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may also occasionally work outdoors and are exposed to cold and hot temperatures; entering abandoned dwellings or dwellings in disrepair. Employees may be exposed to hazardous physical and airborne substances and communicable diseases in the course of performing assigned duties. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to pass a thorough background investigation.