

County of Humboldt Job Specification
ASSISTANT PUBLIC ADMINISTRATOR
Classification 0409 (Class Number)
FLSA: Exempt



DEFINITION

Under general direction, plans, supervises, organizes, coordinates, and reviews the work of staff performing duties in the administration of decedents' estates; manages a caseload of decedent estates and performs the more complex estate administration work; ensures that investigations are conducted and that itemized inventories of estate assets are prepared; oversees the authorized liquidation and distribution of real and personal property; provides initial and ongoing field and office training to estate administration staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Sheriff's Sergeant or other higher-level management position in the Coroner-Public Administrator's Office. Exercises direct supervision over professional, technical, and clerical staff. May provide technical and/or functional direction to Deputy Coroner-Public Administrators pertaining to estate administration.

CLASS CHARACTERISTICS

This is a management classification, responsible for assisting in the administration and operation of the Coroner-Public Administrator's Office. The incumbent is responsible for supervising the day-to-day activities and functions of assigned staff, and assumes responsibility for the most sensitive, difficult, and complex estate administration cases. This class is distinguished from the Assistant Coroner-Public Administrator in that the latter is responsible for supervising the work of Deputy Coroner-Public Administrators who investigate deaths and administer less complex estate cases, such as indigent and summary probate cases.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for the administration of decedents' estates; ensures quality and timely management of estate administration in conformance with state codes and section policies and procedures.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards of the Public Administrator Section; provides input into the budget process.
- Coordinates and directs the daily operation of the Public Administrator Section; recommends improvements to efficiency and effectiveness; prepares and updates policies, procedures, and desk reference manuals.
- Participates in the selection of assigned staff; evaluates employee performance and recommends or initiates disciplinary actions when appropriate.

- Trains and oversees the training of staff in work procedures and in the operation and use of software and equipment; implements training procedures and standards.
- Provides technical consultation and guidance to staff members on difficult cases, and manages the more complex estate administration cases.
- Maintains estate case management database, files, and records, and ensures that legally mandated deadlines and procedures are met.
- Oversees and conducts estate investigations to locate heirs and relatives; inventories and secures estate assets, including real property, personal property, wills, and financial accounts.
- Participates in the management, appraisals, and/or sale of real and personal property, including stocks, deeds, mortgages, insurance, and collections; identifies estate assets for payment of estate debts and disbursement to heirs.
- Communicates and corresponds with law enforcement, hospital staff, the public, real estate agents, title companies, heirs, appraisers, creditors, attorneys, mortuaries, and representatives of public agencies regarding estate matters and probate procedures; determines necessary actions, resolves problems, and directs staff to prepare required documents.
- Oversees the listing of real property with real estate agents; reviews and submits listing and purchase agreements after consultation and approval by the manager of the Coroner-Public Administrator's Office.
- Reviews, approves, and prepares legal documents related to estate administration; coordinates the preparation of information by County Counsel or appointed legal representative; testifies in court regarding estate administration matters.
- Analyzes the impact of legislation on departmental policies and procedures; identifies potential funding sources and prepares budget estimates and projections.
- Performs related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- 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.
- Principles and methods of administration, including goal setting and policy and procedure development.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures, including probate codes.
- Principles and practices of estate and financial investigations.
- Principles and practices of estate and case management.
- Principles and practices of budget and accounting.
- Methods and terminology related to the appraisal of real and personal property.
- Techniques for locating next of kin and other heirs.
- Procedures for locating, securing, and disposing of assets.

- 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, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Manage a complex caseload and establish priorities for case management.
- Administer estates and keep assets and personal effects secure.
- Organize and maintain accounting, inventory, appraisal, and other detailed business records.
- Conduct detailed investigations by obtaining information, establishing facts, and drawing valid conclusions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise correspondence, reports, and other written materials.
- Effectively represent the department 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.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business, public administration, criminal justice, or a related field.

and

Two (2) years of experience in estate administration, estate management, investigations of estate assets, or a related field.

Additional years of qualifying experience may be substituted for the education requirement on a year-for-year basis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Certified and comply with the continuing education requirement established by the California State Association of Public Administrators, Public Guardians, and Public Conservators.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders.
- Vision to read printed materials and a computer screen, and to inspect estate assets.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, to operate standard office and photography equipment and handle estate assets.
- Strength and stamina to perform light to medium physical work; lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights of up to 500 pounds, in all cases with the use of proper equipment and/or assistance from other staff.
- Fieldwork requiring frequent walking in operational areas with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, as well as field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, biohazards, and other hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Must be willing to work irregular hours, nights, weekends, and holidays; may be subject to callout.
- The Sheriff's Office requires the following pre-employment screening measures before an offer of employment can be made:
 - Background investigation
 - Physical examination

- Lie detector test