



## **DEPUTY PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN**

**DEFINITION:** Acts as the Deputy Public Administrator and Public Guardian under the supervision and direction of the Public Administrator/Public Guardian. In the absence of the Public Administrator/ Public Guardian, shall assume responsibility of the office and perform all and every duty belonging to the office of the Public Administrator/Public Guardian.

**ESSENTIAL JOB DUTIES:** Performs inventory of and secures real and personal property; manages and protects assets; payment of taxes; maintenance of real property; manages accounts receivable and accounts payable, conducting all bank transactions, arranging and conducting bid sales and auctions; searches residences for wills and addresses of families; assists in reviewing and analyzing need for conservatorships; confers with attorneys, physicians, social workers; interviews prospective clients, family, friends, and neighbors for information gathering on individual client's needs and responds to those needs by developing and implementing a service plan; applies for appropriate benefits and income; performs ongoing assessment of conservatee's personal and financial needs through regular personal contact and responds accordingly; prepares and types Court petitions, accountings, and other legal documents, and timely filing of documents with the Court; interprets and applies laws and regulations in handling the Public Administrator's and Public Guardian's cases; attends conferences; performs daily office duties required.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** High school graduate or equivalent with one year experience in a legal setting performing office support duties; OR one year experience in business management, investigation, human services, and/or social work that is related to patient care and finance management.

**Knowledge of:** The principles, practices, and methods used in administering real and personal property of decedent's estates and conservatees; Probate Code, Welfare and Institution Codes, Government Codes, and other pertinent laws and regulations relating to Public Administrator and Public Guardian cases; property management and appraisal methods and terminology; modern office methods and accounting principles; common office machines, including computers.

**Ability to:** Prepare and present clear and concise reports; meet filing deadlines; type with accuracy at a speed sufficient to complete assigned duties; transact complicated financial and business affairs; analyze situations and adopt effective course of action; interpret and apply complex codes, laws, and regulations; maintain confidentiality; deal effectively with elderly persons with compassion and understanding; maintain effective personal relationships with outside agencies and professionals; use independent judgment and be able to work without direct supervision.

**Special requirements:** Must be available for occasional on-call duties on weekends. Must be willing and able to occasionally work in unclean, odiferous conditions; stand, walk, climb and descend stairs while carrying personal belongings weighing up to 50 pounds; telephone usage; normal hearing and vision. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a County physical examination prior to employment.