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## **PUBLIC GUARDIAN SPECIALIST**

**DEFINITION:** To provide a range of paraprofessional and case management services under general supervision from the Public Guardian/Public Administrator. Such services include client services and support to Public Guardian/Public Administrator.

**ESSENTIAL JOB DUTIES:** Assist the Public Guardian / Public Administrator with the following tasks on behalf of the client: Payment of taxes; manage accounts receivable and accounts payable; conduct bank transactions; conduct inventories and facilitate storage and disposition of client personal property (including sorting, boxing, and transporting); arrange and conduct bid sales and auctions; search residences for wills and addresses of families; confer with physicians, social workers, family, friends, and neighbors to gather information on individual client's needs and respond to those needs by developing and implementing a service plan; transport clients to appointments; collect client information and act as liaison for the client; work with other local agencies in obtaining necessary documentation for casework; apply for appropriate benefits and income on behalf of the client; work with County Counsel in drafting and preparing Court petitions, accountings, and other legal documents, and timely file documents with the Court; provide clerical support, including but not limited to maintaining records and inputting data on computer, attending meetings and recording minutes, composing letters, completing reports, collecting and synthesizing data, and maintaining files, listings, and records; draws from experience and uses independent judgment to facilitate delivery of medical, legal, and employment services; maintains appropriate client service standards in compliance with federal, state, and local laws and regulations; maintains appropriate and timely records and documentation, as required; may be required to participate in the after-hours on call rotation, as assigned; and perform other related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** High school graduate or equivalent with three years of experience performing paraprofessional or clerical duties.

**Knowledge of:** Appropriate professional interpersonal skills; correct English usage, spelling, grammar, and punctuation; modern office methods and accounting principles; common office machines, including computers and software.

**Ability to:** Compose basic business letters and professional correspondence; provide professional telephone and in-person responses to members of the public; operate office equipment such as photocopier machine, facsimile machine, typewriter, computer; balance and prioritize multiple tasks at the same time; prepare accurate and timely reports; establish and maintain effective working relations with persons contacted in the course of work; to work with minimum supervision and exercise good judgment in decision making; perform detailed procedures with accuracy and efficiency, and maintain confidential information in accordance with legal standards and/or County regulations.

**Typical physical requirements:** While performing the essential functions of this job class, the employee is regularly required to: use hands and fingers to operate a vehicle and a variety of office equipment; possess flexibility and endurance to sit, stand, walk, bend, squat, climb, kneel, twist, and reach; use a telephone; talk and hear clearly and concisely to communicate with general public, clients, and fellow employees on a continuous basis; regularly lift and/or carry and/or move objects weighing up to 20 pounds, and occasionally lift and/or carry and/or move objects up to 50 lbs. Must be willing and able to occasionally work in unclean, odiferous conditions.

**SPECIAL REQUIREMENTS:** You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

