

INYO COUNTY
PERSONNEL SERVICES
P. O. Box 249
INDEPENDENCE, CA 93526



(760) 878-0377
FAX (760) 878-0465

AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

DEPUTY PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Public Administrator/Public Guardian
LOCATION: Countywide
SALARY: Range 57 \$3363 \$3534 \$3709 \$3893 \$4086**

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: To perform a variety of administrative, case management, investigative research, and specialized functions in support of court designated or proposed conservatees as assigned; to manage the assets and estates of court designated conservatees or decedents as assigned; to assume the responsibility of the Public Administrator/Public Guardian in his/her absence; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS: This is a single–position classification performing a wide variety of highly specialized and responsible administrative, research, accounting, and case management functions. This job class requires excellent communication and organizational skills, attention to detail, and the ability to learn, interpret and correctly apply a variety of legal processes, procedures, laws, and guidelines to individualized situations. Incumbents in this job class must be capable of assuming and carrying out all functions and responsibilities required of the County's Public Administrator/Public Guardian as necessary and upon request.

LEVEL OF RESPONSIBILITY AND SCOPE: Receives general supervision to consistent direction from the Public Administrator/Public Guardian within the parameters of established law, process, codes, and regulations.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Performs a variety of administrative, case management, investigative research, and other specialized functions in support of court designated or proposed conservatees; manages and monitors the assets and estates of court designated conservatees or decedents; provides a full accounting and documentation of all related activities.

Manages and protects assets; performs the inventory of and secures both real and personal property for designated and assigned conservatees and/or their estates.

Collaborates and coordinates assigned services with other county departments' management and staff, law enforcement, attorneys and court personnel, other public and private agencies, community organizations, service providers, clients and their families, and other involved parties.

Assists and participates in reviewing and analyzing the for need for conservatorships and their continuation; confers with attorneys, physicians, social workers, and other interested parties; interviews prospective clients and their family members, friends, and neighbors to ascertain potential/existing client's needs and resources available.

Participates in the development and implementation of a service plan to respond appropriately to individual client's needs and situation; updates and modifies service plan as necessary and in response to changing needs and prioritizes of the client.

Manages clients' accounts receivables and payables; pays taxes as required; conducts all bank and other financial transactions; establishes and maintains a variety of accounting documents and records as well as other confidential files.

Performs a variety of case management functions such as applying for available benefits and services on behalf of client's well-being; researches and contacts community and/or governmental resources to maximize services and benefits available to client; informs client and maintains files and records to document services and benefits applied for and received.

Manages and participates in the accounting for and appropriate dissolution/distribution of decedents' estate and property; searches residences and records for legal wills and addresses of or information on potential beneficiaries; arranges for and conducts bid sales and auctions.

Performs on-going and/or requested assessment of conservatee's personal and financial needs and situations through regular and direct personal contact; documents conditions and contacts; responds to needs in an appropriate and timely manner.

Prepares and completes a variety of legal documents and Court petitions; financial reports and accountings, and other reports as assigned; ensures all documents are filed in a timely manner with the appropriate Court and/or other interested parties.

Participates in the preparation and administration of contracts for provider services.

Attends and/or conducts a variety of meetings, trainings and conferences and participates in associations, work groups, task forces, etc.; acts as a primary resource and responds to inquiries from a variety of sources regarding programs and services of the County's Public Administrator/Public Guardian Office.

Acts on behalf of and assumes the responsibility for the County of Inyo's Public Administrator/Public Guardian in his/her absence and as assigned.

Performs a variety of administrative support and clerical duties related to assigned activities to include filing, copying, faxing, typing/word processing, and answering the telephones.

Builds and maintains positive working relationships with current and potential clients and their family and friends, co-workers, other County employees, community agencies and resources, the Courts, attorneys, and the general public utilizing principles of effective customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Education: Requires a high school graduate or equivalent with at least two (2) years of progressively responsible work experience involving geriatrics, business management, human services and/or social work/case management.

Knowledge of:

- Basic principles, practices, approaches, methods and techniques of Probate conservatorship programs, including common aspects of assessment and case management.
- Standard and accepted legal documents and proceedings relating to conservatorships.
- Standard and accepted principles and procedures of bookkeeping, accounting and financial operations.
- The application and operation of common word processing and spreadsheet software used on personal computers.
- Standard and accepted office procedures, practices, systems and equipment as applied to accounting and financial recordkeeping operations.
- Standard and accepted interview techniques and record keeping practices.
- Basic computer hardware and designated software applications.
- Standard and accepted English usage, spelling, grammar and punctuation.
- Basic principles and practices of conflict resolution.
- Basic social, political and economic factors influencing delivery of social services.
- Public, non-profit, and private community resources available for resourcing.

Skill to:

- Learn, understand, and apply federal, state, and local laws, regulations, rules and requirements pertaining to Probate conservatorships, adult protective services, and related social services.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers; identify and interpret technical and numerical information; explain designated and specific regulations and procedures to clients and the general public.
- Learn and understand the guidelines, regulations, policies and procedures related to assigned program and its operations.
- Understand and carry out both oral and written instructions in an independent manner.
- Coordinate, organize, and implement the effective and timely delivery of assigned program services.
- Perform mathematical calculations including addition, subtraction, multiplication and division in an accurate and timely manner.
- Understand and apply complex laws and regulations.
- Effectively interview a wide variety of individuals from diverse cultural and socio-economic backgrounds and who may be physically, emotionally or mentally impaired or distressed.
- Maintain confidentiality.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Prioritize work in order to meet various program compliance deadlines.
- Analyze situations quickly and objectively and determine proper course of action within established guidelines and parameters.
- Use a computer, calculator, typewriter, telephone, dictation machine, facsimile machine, video cassette recorder, postage meter and photocopy machine.
- Word process/type at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Typical Physical Requirements: On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, climb, squat, twist and reach while retrieving or returning files or making off-site visits. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; see with correctable acuity sufficient to read characters on computer screen; hear and speak with correctable acuity sufficient to communicate with clients; and lift light weight.

Typical Working Conditions: Most assigned work is normally performed in an office with some off-site visits. Continuous contact with clients, other County management and staff, Courts, attorneys, businesses, other community organizations, and the general public. Some travel and/or driving may be required.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions

and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self- development; and self-starter.

Special Requirements: Must successfully complete a pre-employment background investigation; must possess a valid California driver's license.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions,** and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.