



CLASS SPECIFICATION

Class Code: 60000187
Date Established: 01/1996
Last Reviewed: 12/2022
Last Revised: 12/2022
Last Title Change: 07/2018
FLSA: exempt
Probation: 12 months

CHIEF DEPUTY PUBLIC ADMINISTRATOR

DEFINITION

Under general direction, oversees the execution of estates of deceased persons where no qualified administrator exists; coordinates estate services provided by internal staff and contract professionals (e.g., attorneys, accountants, real estate agents and others); and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university with major course work in criminal justice, business administration, accounting, finance or a related field AND two years of full-time experience in investigations to include data collection and analysis and heir research, case management, estate or property management, probate of estates, legal guardianship, conservatorship, trust administration, tax preparation, or overseeing the preparation and filing of legal documents; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

Must possess a valid driver's license at time of appointment.

Must possess licensure as a Notary Public, or the ability to obtain licensure within 90 days of date of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate and oversee the administration of estates assigned to the Public Administrator which includes compiling and safeguarding assets of decedent; determining and discharging debts (including tax liabilities) against the estate; coordinating the sale and/or disposal of real and personal property; supervising the final distribution of assets; reviewing creditor claims; and providing an inventory and accounting of activities to the Court through the attorney of record.

Supervise Estate Investigators and support staff, which includes recommendations for hiring; providing staff training in proper work methods and techniques; assigning and reviewing work; conducting performance evaluations; providing coaching and mentoring; and implementing discipline and conflict resolution procedures when necessary.

Appear in court with the attorney of record, representing the Public Administrator in legal proceedings connected with the administration and distribution of an estate, including: to petition for appointment; to file and inventory and appraisal of estate assets and liabilities; to petition for the sale of assets, payment of creditors and final distribution of the remainder of estate.

Review and maintain case files for each estate which includes a detailed narrative history of events, all legal documents and correspondence, inventories of personal property, real property and other assets, a catalogue of creditors and liabilities, records of expenses and payments made to creditors and others with legitimate claims on the estate so that accurate documentation of events in the estate proceeding is preserved.

Monitor estate proceedings to ensure compliance with statutory requirements for the protection of estate assets; keep the attorney of record and Public Administrator informed and provide pertinent support materials and data as necessary to remedy any deficiencies in a timely manner.

Coordinate with staff for the disposal of real and personal property or other assets by contracting with real estate agents, auction houses, stockbrokers, and other appropriate professionals to sell these assets to enable the estate to pay off its liabilities and creditors.

Assist in the preparation of the annual budget of the Public Administrator's Office by providing projections and recommendations for expenditures, staffing, equipment and supplies for the estate operation.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Terms and acronyms commonly used in the assigned function.

Operations, services, activities, and legal responsibilities of the Public Administrator's Office in Washoe County.

Personal computer hardware and software unique to the department.

Ability to:

Select, supervise, and evaluate the performance of assigned staff.

Observe safe work techniques and ensure they are observed by others.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles of estate management and probate administration.

Principles of general management, supervision, and training.

Basic techniques involved in the management of personal finances and financial record keeping.

Investigative techniques and procedures.

Safe work techniques, practices, and safety regulations.

Ability to:

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, and standards, including administrative departmental policies and procedures.

Read and interpret legal and non-legal documents associated with probate proceedings and estate administration.

Communicate orally clearly and concisely.

Compose correspondence, memoranda, administrative summaries, reports, and other documents in a clear, concise manner to address the desired audience using correct grammar and word usage.

Plan and prioritize work to meet schedules and timelines.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Maintain accurate and complete records.

Interact considerately and effectively with next of kin and others involved in the estate of the deceased.

Establish, maintain, and foster effective working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.