

## PUBLIC ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Surrogate, the incumbent of this class is responsible for the administration of estates of people who die intestate and leave no readily accessible next-of-kin, and/or as designated as administrator by the Surrogate. Supervision is exercised over a number of professionals, administrative support and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers estates of persons who die intestate and in cases without readily accessible next-of-kin;

Retains counsel when needed, to be paid from assets of the estate;

Supervises the search for missing relatives;

Adjusts and settles claims against the estates;

Supervises the preparation and filing of accounting with the Surrogate's Court for estates over a prescribed amount;

Takes possession of assets of intestates as required when executors are not present or available for action;

Deducts state and federal taxes chargeable to the estates;

Disposes of stocks and bonds and real estate of decedents.

FULL PERFORMANCE SKILLS ABILITIES AND ATTRIBUTES: Good knowledge of accountkeeping practices; good knowledge of the types of personal assets, methods of determining value, and markets for their disposal; familiarity with the laws relating to the work of the Public Administrator in Westchester County; discretion; honesty; good judgment; physical condition commensurate with the demands of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either: (a) nine years of experience in accounting, business management, investments, finance or related field; or (b) a Bachelor's Degree\* in Business administration, accounting or related field and five years of experience as defined in (a)

SPECIAL REQUIREMENT: Must be bondable.

SUBSTITUTION: A Juris Doctor's Degree may be substituted may be substituted for two years of the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Exempt†  
DRC3

Job Class Code: E0083  
Job Group: XVI