

Office of the
Queens County Public Administrator
Job Vacancy Notice

Civil Service Title: Decedent Property Agent (Queens)	Office Title: Decedent Property Agent/Caseworker
Work Locations: 88-11 Sutphin Blvd., Room 61 Jamaica, NY 11435 (Including Outside Field Work)	Hours/Shift: Monday-Friday, 9:00am – 5:00pm
Salary: \$38,617 – at time of hire \$44,442 – after two consecutive years increased to Incumbent rate	Number of Positions: 1

Agency Background

The office of the Public Administrator is responsible for administering the estates of persons who have passed away without leaving a Will and whose surviving next-of-kin are unwilling or unable to administer the estate. The Public Administrator receives their authority pursuant to Article 11 of the NYS Surrogate's Court Procedure Act. The Public Administrator protects the decedent's property from waste, loss or theft; conducts thorough investigations to discover and marshal all assets; liquidates assets at public auction; arranges for the decedents' burial; pays the debts of the decedent; locates persons who would be entitled to inherit from the estate and distributes these assets to the distributees in accordance with the law.

Primary Duties/Responsibilities

- Conduct on-site investigations of decedents' residences which include taking photographs, recording observations, interviewing witnesses and collecting personal effects; search for burial documents; search for Last Will and Testaments, kinship/family information/documentation and any other legal-type documents.
 - Ability to work at scenes involving hoarder conditions or damage to property as the result of fires, and at times, due to suicides and homicides, etc.
 - Communicate with the NYPD Precincts and Central Property Clerks in order to ascertain whether property was removed at the time of death; pick up property, if any, from local precincts and/or Central Property Clerks.
 - Communicate with hospitals/nursing facilities in order to ascertain whether any property was left behind by the decedent; pick up any hospital/nursing home property if and when necessary.
 - Research, identify and collect estate assets once Letters of Administration are issued by the Surrogate's Court.
 - Inventory and manage the personal property removed from the decedents' residences and/or police/hospitals, etc.
 - Communicate with any alleged next-of-kin using diplomacy and tact when dealing with grieving family and or friends.
 - Answer inquiries from the public concerning policies and procedures about the Public Administrator's Office.
 - Prepare narrative reports detailing the events, circumstances and resolution of individual cases for review by the Public Administrator and Deputy Public Administrator.
 - Schedule and meet with authorized vendors to view decedents' residences for the purchase and/or cleanout of the personal property remaining in the residence.
 - Maintain confidential data within the estate files.
-

Requirements

High School Diploma and two years of full-time responsible experience in investigative work in one or more of the following areas: law enforcement, tax, insurance, credit investigations, or closely related field; or a Bachelor's Degree in Criminal Justice or closely related field. Familiarity with basic computer skills, Microsoft Office, including Word, Excel and basic internet research.

Special Requirements: Ability to work in a standard office environment and establish and maintain effective working relationships with Agency heads, co-workers, public sector and others contacted during the course of an investigation. Ability to work outdoors in various weather conditions and independently travel to several locations, if necessary. On occasion, ability to lift, carry and otherwise move objects weighing up to 30 lbs. Ability to tolerate exposure to elements, dust, etc. Ability to climb, kneel, stoop, crouch, reach and grasp objects in the course of performing the above investigations.

Must possess a valid NYS driver license at the time of appointment and be competent navigating throughout Queens County and other boroughs of New York, Nassau and Suffolk Counties and outside the greater New York City area if necessary.

TO APPLY: *(No phone calls, faxes or personal inquiries will be permitted.)*

A Resume and cover letter are required. Please indicate in your cover letter how you heard about this position. Incomplete applications will not be considered.

Send to: Lois Rosenblatt, Esq.
Public Administrator, Queens County
88-11 Sutphin Blvd., Room 61
Jamaica, NY 11435
mail@queenscountypa.com

***ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.
SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN
INTERVIEW.***

Posting Date: January 19, 2017

Post Until: February 3, 2017

**The City of New York and the Office of the Queens County Public Administrator
is an Equal Opportunity Employer**