

*Office of the*  
**PUBLIC**  
**ADMINISTRATOR**  
*of Kings County*



Richard A. Buckheit, Esq.  
*Commissioner*

Aaishatu Glover, MS, MBA  
*Deputy Commissioner*

Supreme Court Building  
360 Adams Street, Rm 144  
Brooklyn, NY 11201  
(718) 643-3032  
[www.nyc.gov/kcpa](http://www.nyc.gov/kcpa)

### **CASE MANAGER**

The Office of the Public Administrator of Kings County is responsible for administering the estates of persons who die without leaving a will and whose heirs are unwilling or unable to administer the estate, pursuant to Article 11 of the Surrogates Court Procedure Act. The Public Administrator protects the decedent's property from waste, loss or theft; conducts thorough investigations to discover all assets; liquidates assets at public sale or distributes assets to heirs; pays the decedents bills and taxes; locates persons entitled to inherit from the estate and ensures that the legal distributees receive their inheritance.

#### **Primary Case Manager Responsibilities**

- o Research, Identify and Collect Estate Assets Once Letters of Administration are issued by the Surrogates Court.
- o Work Closely with Agency Counsel on Ongoing Estate Matters.
- o Manage Estate Inventory.
- o Answer Inquiries from the Public Concerning Policies and Procedures about the Public Administrator's Office.

#### **Administrative Support**

Provide day to day support to management in all areas assist in the implementation and maintenance of internal control systems Database management and maintenance. Spreadsheet analysis and related projects. Additional ad hoc duties will be assigned as necessary

#### **JOB REQUIREMENTS**

High School Diploma

BA/BS Degree Public Administration, Criminal Justice, Social Work or Business (Preferred).

Working knowledge of Microsoft Word, Excel, Outlook. Strong oral and written communication skills

Ability to prioritize and organize

#### **SALARY**

\$35,573.

#### **HOURS/SHIFT**

Monday – Friday, 9am to 5pm

#### **WORK LOCATION**

360 Adams Street Brooklyn, NY

OFFICE OF THE PUBLIC ADMINISTRATOR OF KINGS COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

To apply, please submit a cover letter and resume by email, mail or fax to:

Richard A. Buckheit  
Commissioner  
Kings County Public Administrator's Office  
Supreme Court Building  
360 Adams Street, Room 144  
Brooklyn, NY 11201  
718-522-4475 (fax)  
[RBuckheit@Kingspa.nyc.gov](mailto:RBuckheit@Kingspa.nyc.gov)

The position will remain open until filled.