

*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) 643-3106
www.nyc.gov/kcpa

CASE MANAGER/AD HOC INVESTIGATOR

The Office of the Public Administrator of Kings County is responsible for administering the estate 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

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

Primary Investigator Responsibilities:

- Conduct on-site investigations of premises which include: taking photographs, recording observations, interviewing witnesses, collecting/preserving evidence and personal effects in deaths where no next of kin are known.
- Search for assets, wills, pertinent documents, next of kin and ancestral burial info.
- Inventory personal property from decedent's residence and/or hospitals or other facilities, securing residences and assuming custody of property, as appropriate, to insure preservation of property for release to proper beneficiaries, if any.
- Locate and notify next of kin. Interact with decedent's family members.
- Write narrative reports detailing the circumstances and resolution of individual cases for inclusion in the permanent records of the Public Administrator's office.
- Meet with authorized vendors to accept sealed bids for clean out of certain properties that are scheduled to be auctioned.

- Maintain confidential data and information. Use various databases for information gathering.
- Establish and maintain effective working relationships with staff, coworkers, the public and others contacted during course of an investigation.
- Additional duties will be assigned as necessary

Administrative Support:

Provide day to day support to the Management in all areas
Assist in the implementation and maintenance of internal control systems
Database management and maintenance
Spreadsheet analysis and related projects

JOB REQUIREMENTS

High School Diploma
BA/BS Degree Public Admin., Criminal Justice, Social Work or Business Admin. (Preferred)
Working Knowledge of Microsoft Word, Excel, Outlook
Strong oral and written communication skills
Ability to prioritize and organize

SALARY

Dependent on Experience

HOURS/SHIFT

Monday – Friday, 9am to 5pm

WORK LOCATION

Brooklyn, NY

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

No phone calls please. To apply, please submit a cover letter and resume by January 8th, 2016.

Aaishatu Glover, Deputy Public Administrator
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Brooklyn, NY 11201
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The position will remain open until filled.