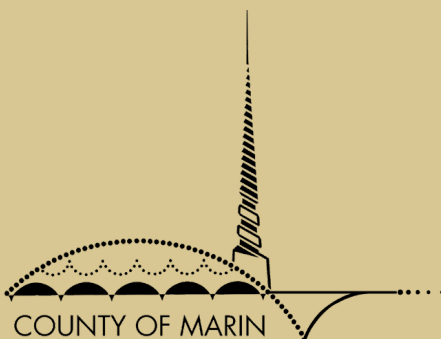




Deputy Public Administrator I/II

COMPENSATION:

\$5,189—\$7,607/Month plus comprehensive benefits





Marin County Public Administrator

The Noblest Motive is the Public Good.
Join our team today and make an impact through public service.

The Position

The Public Administrator manages estates and makes final arrangements for Marin County residents who die without a will or any known relatives able or willing to act on the decedent's behalf to manage and resolve the estate. Working through appropriate methods of probate, the Public Administrator manages the estate until proper distribution is complete.

Under the general direction of the Chief Deputy Public Administrator, the Deputy Public Administrator's primary responsibility is to administer estates of decedents placed under the jurisdiction of the Public Administrator, participating in the investigation, inventory and distribution of estates subject to the State Probate Code. Within established guidelines, the Deputy applies the provisions of applicable laws and makes decisions in the conduct of investigations and distribution of assets. In addition, the Deputy prepares court accounting for summary and regular estates, the compilation of financial information and preparation of tax information for personal, fiduciary and estate taxes.

PLEASE NOTE: This vacancy will be filled at either the Deputy Public Administrator I or II level. You must submit an application for each position you are interested in.

KEY RESPONSIBILITIES:

- Under the supervision of the Chief Deputy Public Administrator, conducts detailed and comprehensive investigations of cases referred to the Public Administrator, administers the estates of deceased; arranges for necessary services for upkeep and maintenance of real property; liquidates assets; reviews and determines authenticity of all creditors' claims, bills, and other liabilities against estates before authorizing payment; calculates and pays fees, commissions, taxes, distributive shares to heirs or distributes funds.
- Prepares and reconciles financial accounts, records and statistical reports and a variety of tax documents. Prepares court accounting for summary and regular estates; statutory and bond fees for the estate; financial information for preparation of all tax information, performing the most complex duties of the unit and maintaining timely, accurate, consistent, traceable, and auditable support documentation.
- Safeguards property from waste, loss, or theft and ensures proper chain of custody and disposition of assets.
- Meets, consults and corresponds with heirs, attorneys, title companies, appraisers, creditors, other governmental agencies and interested parties.
- Coordinates arrangements for public bids and sale of real and personal properties or other assets.
- Assists with the community and other agencies to enhance education and outreach.

Highly Qualified Candidate

Experience and Competencies: The ideal candidate has experience with estate administration and management and possesses knowledge of laws, codes and regulations that relate to the Public Administrator and the probate or trust administration process. In addition, they understand, and have the ability to interpret and apply complex laws,

regulations and concepts involved in wills, insurance policies, deeds and contracts.

The ideal candidate is customer focused and develops and maintains the confidence and cooperation of individuals involved in settling estates. They are a self-starter, with strong prioritization and organizational skills, and demonstrated competency with accounting and financial system applications, estate research software and document management.

Minimum Qualifications

Deputy Public Administrator I

A Bachelor's Degree from an accredited college or university or its equivalent in business, public administration, management, accounting, behavioral science or a field related to the work. Experience preparing, processing and maintaining accounting or legal documents may be substituted on a year-by-year basis, for up to two years.

Deputy Public Administrator II (in addition to above):

Two years of experience in preparing, processing and maintaining accounting or legal documents.

To learn more go to: marincounty.org | FY20 County Budget Document



THE COMMUNITY

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 261,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area—the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance related (e.g. Fireman's Fund), finance, movie and video production (e.g. Lucas Films), agriculture, aquaculture, computer software (e.g. Autodesk), communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, the Marin Community College has two campuses (Kentfield and Novato) and Dominican University is located in San Rafael.



MARIN COUNTY PUBLIC ADMINISTRATOR

The men and women of the Public Administrator serve the community by assisting the County Coroner, hospitals and mortuaries when an individual expires within county boundaries. Our staff compassionately reaches out to family members to discuss options on making funeral arrangements, coordinating indigent burials, and conducting will searches.

When there is no immediate family available to handle decedent estates, the Public Administrator, has unique powers to secure real and personal property until an eligible administrator is appointed. The Public Administrator protects the assets and manages the affairs of deceased residents of Marin County who at the time of death left no known heirs, no will, no named executor or an executor who is ineligible.

When the Public Administrator is appointed to administer an estate, immediate action is taken to marshal all known assets of the decedent as well as searching for assets not readily known. After all the assets are placed under our control, the Public Administrator is required to file an Inventory and Appraisal within 120 days after appointment. During the administration of the estate, creditors' claims are processed, all required federal and state taxes are processed and assets are liquidated or held pending distributions. The Superior Court must approve the Public Administrator's court accounting and the proposed distribution to heirs.

The Public Administrator's Office works under the Department of Finance.

For more information about the Public Administrator's Office, please visit www.marincounty/pa.



The Marin County Public Administrator's Office provides excellence in public service through our uncompromising belief in respect for life and dignity in death.



We are dedicated as a team to provide the highest level of service to our client populations whether they are alive or deceased; to provide protection of their property and finances and to assist and empower our client's families as they cope with matters often out of their control.

Fast Facts About Us

Cases

- Mixture of Formal and informal Estate Administration cases are assigned to each deputy
Trust Administration cases are assigned to each deputy
- Investigations - New Referrals and/or matters assigned by the Probate Court are assigned to each deputy

Department Highlights

- Strong emphasis placed on providing excellence in public service through a team approach
- Investments in designated vehicles, equipment, and technology to ensure safety and efficiency
- Atmosphere of continuous learning and professional development
- Work flow designs that promote a paperless and modern office environment
- Close collaboration with the Sheriff-Coroner, County Counsel, Court and Health and Human Service Partners



Operating Principles

- We will be a pre-eminent Public Administrator team based upon a foundation of integrity, service, and excellence.
- We will provide excellence in public service through our uncompromising belief in respect for life and dignity in death.
- **We will partner with the community and other agencies to enhance education and outreach.**
- We are committed to ongoing learning, to personal and professional development and to making use of our individual and collective experiences
- We function as a cooperative team, emphasizing ongoing communication, both internally and in conjunction with other departments, agencies, our partners and stakeholders
- We promote personal productivity, health, and balance in a safe, supportive and respectful working environment in support of the Department's Mission
- We are committed to continuous evaluation and improvement of our programs, practices and interactions

Values

- Personal and professional integrity, growth and development
- Respect for each person's individuality, experience and contributions
- Awareness of and respect for cultural diversity
- Empowerment through communication, collaboration and cooperation
- Individual and organizational competence, fairness and accountability

COMPENSATION AND BENEFITS:

The salary range for this position is \$5,189 - \$7,607

The County of Marin's competitive benefits program includes:

- Retirement: The County pays the employer contribution to MCERA, a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. The County does not participate in Social Security except for a mandatory Medicare contribution.
- Insurance: Cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.
- Vacation: Generous vacation accrual (15 days per year for new employees) based on years of service with the County.
- Holidays: 11 paid holidays annually.
- Leave Allowances: Generous leave package including management, personal, and sick leave benefits.
- Tuition Assistance Program (TAP) supports and encourages County employees to expand their knowledge, increase their marketable skills, and advance their careers within the County by offering up to \$3,000 per FY in tuition reimbursement assistance to qualified, regular hire and limited-term, employees meeting application qualifications.
- Transit Benefits: When you take transit, you can take your eyes off of the road, and your wallet. Save significantly on your transportation costs by using your Pre-Tax Payroll Transportation Benefit to set aside up to \$270/month pre-tax for public transportation. Set aside an additional \$270/month pre-tax for parking where you take public transportation. To further support your effort to green your commute, the County will automatically match your transit costs dollar for dollar up to \$40/month.
- Wellness: Employee-dedicated fitness room and health and wellness deals and discounts from local businesses.
- Deferred Compensation: The County offers a choice of tax deferred 457 plans to which employees may contribute in order to enhance their retirement.

For additional information about County benefits, visit: www.marincounty.org/depts/hr/divisions/benefits

APPLICATION AND SELECTION PROCEDURE

To apply for this exceptional career opportunity, please apply online at <https://www.marincounty.org/Jobs>

As your application materials may be reviewed by individuals not privy to your employment history, please complete all sections of the application form in full and submit responses to the supplemental questions.

Depending on the number of qualified candidates, the testing process may consist of a highly qualified review, supplemental application screening, online assessment, written examination, oral examination or any combination to determine which candidate's names will be placed on the eligible list.

Contact Information

Department of Human Resources

3501 Civic Center Drive, Suite 415

San Rafael, CA 94903

<https://www.marincounty.org/Jobs>

415.473.2126 T

415.473.5960 F

The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.

