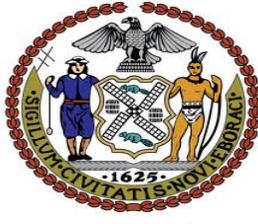


Office of the
PUBLIC
ADMINISTRATOR
Of Kings County



www.nyc.gov/kcpa

Bruce L. Stein, Esq.
Commissioner

The Office of the Public Administrator, Kings County, an agency of the City of New York, has the following position available:

DEPUTY PUBLIC ADMINISTRATOR, KINGS COUNTY

Annual Salary \$96,000; Excellent Benefits.

The appointment will be made by the Surrogates, Kings County, pursuant to SCPA 1103.

ASSIGNMENT

The Deputy Public Administrator, Kings County, is a Deputy Commissioner of the City of New York and serves in a confidential capacity. The Deputy Public Administrator assists the Public Administrator in overseeing the operation of the agency and the supervision of agency personnel.

The Public Administrator's office 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. The Public Administrator protects the decedent's property from waste, loss or theft; makes appropriate burial arrangements when no close relative is available to make the decisions; conducts thorough investigations to discover all assets; liquidates assets at public sale or distributes assets to heirs; pays the decedent's bills and taxes; and locates persons entitled to inherit from the estate and ensures that the legal distributees receive their inheritance.

QUALIFICATIONS

Applicant must be a resident of Kings County.

Applicants should have one or more of the following:

- Knowledge of Surrogate's Court practice
- Experience in administration of an office with 10+ employees
- Minimum of Bachelor's Degree, with preference given to JD/LLB, MBA or MPA
- Familiarity with Fiduciary accounting
- Expertise in Excel and preparation of reports using Excel

SPECIFIC DUTIES

1. Assist the Public Administrator in all phases of the administration of estates and supervision of office personnel.
2. Oversee the administration of small estates and review all small estate informatory accountings submitted by PA Counsel.
3. Oversee the case managers' collection of assets and inquiries regarding estate assets and potential creditors' claims.
4. Oversee control of personal property inventory and release of property to administrator or for public auction.
5. Oversee preparation of all official office filings submitted to the Surrogates, OCA and city and state agencies.
6. Signature authority for all bank accounts maintained by the office and sign checks as appropriate if the P A is not available.
7. Oversee city and non-city employee hours and payroll.
8. Represent the office in court appearances.
9. Work closely with the Public Administrator, P A counsel and appraisers and auctioneers in the sale and administration of estate property.

Any person disqualified from receiving an appointment pursuant to rule 36.2 (c) of the Rules of the Chief Judge will not be considered for appointment to this position.

Interested persons may apply by letter stating their qualifications, along with resume to:

Bruce L. Stein, Esq.
Kings County Public Administrator
360 Adams Street, Room 144
Brooklyn, N.Y. 11201

DEADLINE FOR SUBMISSIONS IN RESPONSE

TO THIS POSTING IS October 2nd, 2012

EQUAL OPPORTUNITY EMPLOYER, WOMEN, MINORITIES, AND INDIVIDUALS

WITH DISABILITIES ARE ENCOURAGED TO APPLY