

*Office of the
PUBLIC
ADMINISTRATOR
of Kings County*



www.nyc.gov/kcpa

Bruce L. Stein, Esq.
Commissioner

Nicole Austin Best, MA
Deputy Commissioner

Personal Property Clerk

The Office of the Public Administrator of Kings County seeks to hire a Personal Property Clerk. Personal Property Clerks must be meticulously organized. They should have pleasant demeanors and interpersonal skills, as they deal with police officers, auctioneers, appraisers, and the general public when checking property in and out. Additionally, Personal Property Clerks serve in a Guy/Gal Friday capacity and must be skilled in the use of office technology and equipment, including scanners, copiers, facsimiles, postage machine, computers, and Microsoft Office Suite.

Primary Responsibilities:

- Personal Property Clerks are responsible for the personal property of decedents domiciled in Kings County. They must review all available documentation to verify that the decedent was a Kings County domiciliary at the time of his/her death and document the intake of each item (to include a description of the item).
- Personal Property Clerks may contact police precincts to obtain property vouchers.
- Personal Property Clerks must store these items safely according to procedure.
- Personal Property Clerks release property to funeral creditors or estate fiduciaries upon satisfactory documentation as defined by the agency and obtain signatures documenting the release in all cases.
- Personal Property Clerks remain with appraisers or auctioneers at all times during their handling of personal property and release property to such persons only after securing a complete inventory of all property being released and the signature of the party to whom the property is released.
- When authorized, Personal Property Clerks also dispose of prescription drugs and property of no value. Any such property must be destroyed in front of a witness and the destruction of such must be documented and signed by the Personal Property Clerk and the witness.
- Personal Property Clerks must prepare and maintain accurate lists of all personal property so that they may be properly accounted for especially after either being destroyed, sold at auction or released to the proper claimant.

Additional duties will be assigned as necessary.

The Personal Property Clerk will be first in line to fill in when additional investigation staff is needed and will be required to travel to the nearby warehouse where bulk property is stored, to the nearby post office to handle large scale mailings, and to auctions to observe and record the sale of personal property. The salary for this position is between \$20,000 and \$28,000 dollars annually, depending on experience. This is a full-time temporary position that offers vacation and holiday pay. This position does not include health benefits.

No phone calls please. To apply, please submit a cover letter and resume by April 15, 2011 to:

Nicole Austin Best, Deputy Public Administrator
Office of the Public Administrator of Kings County
Supreme Court Building
360 Adams Street, Rm. 144A
Brooklyn, NY 11201
(718) 522 - 4475 (fax)
niaustin@kingspa.nyc.gov (email)

The position will remain open until filled.