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**Public Administrator**

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Public Administrator Bronx County  
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<b>JOB TITLE:</b>	<b>PER DIEM DECEDENT PROPERTY INVESTIGATOR</b>	<b>HOURS/SHIFT:</b> <b>MON-FRIDAY, 9AM TO 5PM (AS NEEDED)</b>
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**APPLICATIONS ACCEPTED BY:** HR/EEO Officer

<b>Fax or Email:</b>	Bronxpanyc@outlook.com	<b>Subject line:</b>	PER DIEM DECEDENT PROPERTY INVESTIGATOR APPLICATION
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## **JOB DESCRIPTION**

### **General Statement of Duties and Responsibilities**

Under supervision, with latitude for the exercise of independent action and judgement, locates, investigates, appraises, and sells property of decedents whose estates are administered by the Public Administrator; performs related work.

### **Role and Responsibilities**

To assist the Decedent Property Agent in Daily Task Inside and Outside of the Office.

- Makes investigations to locate, obtain the property left by decedents.
- Obtains information pertaining to decedents, heirs and next of kin from neighbors, relatives, friends, and others.
- Searches for wills which may have been left by decedents as well as for military records, records of kinship and other pertinent data.
- Performs office work and record-keeping in connection with investigations and prepares appropriate reports. Submits confidential reports to the Public Administrator and Deputy Public Administrator.
- Picks up and checks all property of decedents obtained from the Police Property Clerk or from various City hospitals.

### **QUALIFICATIONS AND PREFERRED SKILL**

- Graduation from a senior high school or its equivalent.
- 4 years of satisfactory, full-time experience as an investigator, including 2 years of experience as a law enforcement officer, investigator dealing with the public, process server, or in investigative duties involved in locating, protecting, and taking inventory of the personal property of others.

<b>REVIEWED BY:</b>	<b>DATE:</b>
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Last updated by:	<input type="text"/>	Date/Time:	<input type="text"/>
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