

NC - XI, PART II

CODE NO. 10142

OFFICE OF THE PUBLIC ADMINISTRATOR - BRONX COUNTY (942)

OFFICE OF THE PUBLIC ADMINISTRATOR - KINGS COUNTY (943)

OFFICE OF THE PUBLIC ADMINISTRATOR - NEW YORK COUNTY (941)

OFFICE OF THE PUBLIC ADMINISTRATOR - QUEENS COUNTY (943)

DECEDENT PROPERTY AGENT

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.

Examples of Typical Tasks

Makes investigations to locate, obtain and place in storage property left by decedents.

Obtains information pertaining to decedents, heirs and next of kin from neighbors, relatives, friends and others.

Open safe deposit boxes and makes inventory of contents.

Appraises property, furniture, antiques and jewelry and determines salability either at location or at the warehouse; condemns personal property and releases it for further disposition; determines whether decedent's personal property should be abandoned or payment made to have it removed from decedent's residence.

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DECEDENT PROPERTY AGENT (continued)

Examples of Typical Tasks (continued)

Searches for wills which may have been left by decedents as well as for military records, records of kinship and other pertinent data.

Arranges for transfer of property from private storage to Public Administrator's warehouse; maintains complete inventory of all articles in warehouse.

Performs office work and record-keeping in connection with investigations and prepares appropriate reports. Submits confidential reports to the Public Administrator.

Picks up and check all property of decedents obtained from the Police Property Clerk or from various City hospitals.

May conduct auction of personal property of decedent if licensed to do so.

Assists Public Administrator in formulating policies and procedures in connection with conducting investigations.

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DECEDENT PROPERTY AGENT (continued)

Qualification Requirements

Graduation from a senior high school or its equivalent, and

1. Four (4) years of satisfactory, full-time experience as an investigator, including two (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; or
2. A satisfactory equivalent.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.