

Public Administrator County of New York

November 28, 2022

OPEN POSITION: Case Manager

OVERVIEW

The Office of the Public Administrator County of New York administers the estate of Manhattan residents who die without a will and without heirs willing or able to administer the estate.

JOB DETAILS

Title: Case Manager

Classification: Non-City Employee/Consultant

Work Location: 31 Chambers Street, Room 311, New York, New York 10007

Work Unit: Public Administrator County of New York-Manhattan

Salary: \$35,000.00/year

Day/Hours: Monday-Friday/ 9:00AM-5:00PM

GENERAL JOB DESCRIPTION

The Office of the Public Administrator County of New York is seeking an individual to fill a full-time position as a Case Manager. The position requires an individual with excellent clerical and data-entry skills and computer knowledge. This individual must also be well organized, possess good communication skills and have the flexibility to work both independently as well as in a team environment. The candidate must be responsible and possess the highest level of trustworthiness and reliability.

MAJOR DUTIES AND RESPONSIBILITIES

A. **Case Manager** duties include the following:

- Researching and creating case files.
- Communicating with banks, brokerages, and insurance companies to verify decedents' assets.
- Collecting estate assets.
- Reviewing claims.
- Filing and scanning estate documents.
- Maintaining an ordered filing system for estate files.
- Opening the mail and reviewing the mail for possible claims.
- Preparing response letters to claimants.
- Mailing claims letters.

B. **Additional office** duties include the following:

- Assisting the Intake Clerk, including covering the duties of the Intake Clerk during vacations and absences.
- Assisting the Office Manager.
- Processing Death Certificate Applications at the Department of Vital Records.
- Collecting Death Certificates from the Department of Vital Records.
- Scanning documents.
- Assisting with various office duties when required such as opening office mails and mailing letters.

QUALIFICATIONS FOR THE JOB

1. High school graduation or equivalent and two years of experience in an office setting in an area related to duties described above;

OR

2. Education and/or experience that is equivalent to "1" above.

PREFERRED SKILLS

- Strong typing and data-entry skills.
- Strong knowledge of Microsoft Office: Word, Excel, and Outlook.
- Comfortable using the computer and embracing technology.
- Excellent oral and written communication skills.
- Ability to follow procedures and instructions.
- Well organized.
- Strong attention to detail.
- Ability to work well with others.
- Ability to easily adapt to changing workloads.
- Ability to maintain a courteous and professional demeanor.

TO APPLY

To apply please send your resume and cover letter to Amy Ng at amyng1@nycountypa.nyc.gov

CONTACT INFORMATION

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