



OFFICE OF THE RICHMOND COUNTY PUBLIC ADMINISTRATOR

JOB VACANCY NOTICE

Office Title: Decedent Property Agent

Salary: \$48,406 - \$74,134

(Minimum – Maximum)

Civil Service Title: Decedent Property Agent

Title Code & Schedule: 10142/Full Time

The Office of the Richmond County Public Administrator seeks an experienced individual in dealing with securing, appraising and managing the personal property of deceased individuals who die without a will or known heirs. The decedent property agent will be responsible for sealing and searching residences, collecting assets from hospitals or police and preparing items for auction or distribution. To that end, the role and responsibilities include, but are not limited to, the following:

Roles and Responsibilities:

- Perform investigations to locate, obtain and place in storage property left by decedents.
- Obtain information pertaining to decedents, heirs and next of kin from neighbors, relatives, friends and others.
- Open safe deposit boxes and make inventory of contents.
- Appraise the property, furniture, antiques and jewelry and determine salability either at the location or at the warehouse.
- Search for wills which may have been left by decedents as well as for military records, records of kinship and other pertinent data.
- Arrange for transfer of property from private storage to Public Administrator's storage facility and maintain complete inventory of all articles in the storage facility.
- Perform office work and record-keeping in connection with investigations and prepare appropriate reports. Submit confidential reports to the Public Administrator.
- Pick 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.
- Assist Public Administrator in formulating policies and procedures in connection with conducting investigations.

Skills and Qualifications: (Minimum Qualification Requirements)

- Graduation from a senior high school or its equivalent.

- 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 locations, protecting and taking inventory of the personal property of others; or
- A satisfactory equivalent.

To apply: Submit a resume, cover letter and the contact information for three professional references to efmartin@richmondpa.nyc.gov with the subject “Decedent Property Agent”. Submission of an applications package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

Post Date: 04/13/26

Post Until: Until Filled

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the city for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.

The city of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual’s sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Student-Loans-PSLF (nyc.gov)