



CLASS SPECIFICATION

Class Code: 0189
Date Est: 05/1992
Last Rev: 08/2017
Last Title Chg: 04/2005
FLSA: non-exempt
Probation: 12 months

PUBLIC ADMINISTRATOR ESTATE INVESTIGATOR

DEFINITION

Under general supervision, secures, inventories, preserves and oversees the proper disposal of property and assets of deceased persons in those instances provided by law; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree in criminal justice or a closely related field; OR four years of full-time responsible experience in investigative work in one or more of these areas law enforcement, tax, insurance or credit investigations; OR an equivalent combination of training and experience

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Conduct initial on-site investigations of premises which includes taking photographs, recording observations, interviewing witnesses and collecting/preserving evidence and personal effects in deaths where no next-of-kin are immediately available, searching for legal assets, wills, pertinent documents and other assets, and indications of a deceased person's preference for the disposal of stocks, bonds, cash and other assets.

Witness and work at death scenes involving chemical decomposition as the result of fires, suicides and homicides.

Conduct investigations to guide the disposal of estate assets by contacting financial institutions and local agencies to gather more precise information on the decedent.

Inventory personal property (e.g. furniture, firearms, jewelry, clothing) of deceased in residences and/or nursing homes, hospitals and other care facilities, secure residences and assume custody of property as appropriate, to insure preservation of property for release to proper beneficiaries.

Secure and coordinate decedents' funds for deposit, as appropriate.

Coordinate and effect the return of telephones, cable boxes, medical equipment and other rented property to appropriate agencies, to relieve the estate of obligations.

Conduct periodic security checks on real property or apartments of deceased persons to safeguard against burglary, theft and vandalism.

Locate and notify next-of-kin or responsible party.

Show diplomacy and tact in dealing with grieving family members.

Regulate admittance and monitor visits of family members, potential beneficiaries, repair workers and appraisers to residences that are under the jurisdiction of the Public Administrator.

Write narrative reports detailing the circumstances and resolution of individual cases for inclusion in the permanent records of the Public Administrator's Office.

Monitor probate estate proceedings to ensure compliance with statutory requirements for the protection of estate assets; keep attorney of record and Public Administrator informed, and provide pertinent support materials and data as necessary to remedy and deficiencies in a timely manner.

Arrange for the disposal of real and personal property or other assets by contracting with real estate agents, auction houses, stockbrokers and other appropriate professionals to sell these assets to enable the estate to pay off its liabilities and creditors.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Legal responsibilities and functions of the Washoe County Public Administrator.

Nevada Revised Statutes, laws, and County regulations applicable to the disposal of estate property.

Federal Firearms Regulations when acquiring or distributing estate firearms.

Management information systems and software programs used in the assigned area.

Ability to:

Perform comprehensive estate investigations and personal property inventories with minimal guidance and supervision.

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned duties.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Investigative techniques, methods and procedures

Basic methods and techniques to prevent the spread of infectious and contagious diseases.

Interviewing techniques.

Research techniques including using the Internet.

Inventory methods and techniques.

Ability to:

Make comprehensive observations and accurately record the personal property and assets contained in an estate.

Recognize documents representing estate assets (e.g. wills, stocks, bonds, and certificates of deposit).

Write clear, accurate and concise reports.

Communicate orally in a clear, concise manner.

Interact effectively with tact and diplomacy in dealings with grieving family members considerately and effectively with next of kin and others involved in the estate of a deceased person.

Maintain confidential data and information.

Operate a personal computer.

Establish and maintain effective working relationships with staff, coworkers, the public and others contacted during the course of an investigation.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to operate office equipment including computers, telephones, calculators, copiers and fax machines. Ability to work outside in various types of weather and independently travel to various locations. Ability to lift, carry and otherwise move objects weighing up to 100 lbs. Ability to tolerate exposure to the elements, dust, possibly toxic biohazardous substances, and hoarding conditions. Ability to climb, stoop, kneel, crouch, reach and grasp objects in the course of performing inventories.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.