

**ASSISTANT PUBLIC GUARDIAN / PUBLIC ADMINISTRATOR**

DEFINITION

To assist in planning, coordinating and conducting the activities of the county's Public Guardian/Administrator program, and to perform the duties of the Public Guardian/Administrator as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification responsible for providing public guardian, conservator and administrator services and assisting in all activities of the Public Guardian / Administrator program in Glenn County. The incumbent acts for the Public Guardian / Administrator in the department head's absence.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Guardian/Administrator.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Plans, organizes and coordinates administrative and fiscal duties as required.

Interviews proposed conservatees, family friends, neighbors, law enforcement agencies, mental health agencies, etc., to gather information on proposed conservatees' needs, and responds to these needs by developing and implementing service plans.

Provides for care, treatment and supervision of conservatees consistent with the level of need.

Manages, balances, budgets, protects and sells assets as appropriate.

Compiles and prepares renter's assistance refunds for conservatees and payees.

Manages administrative estate cases.

Manages and monitors finances and affairs of conservatees and decedents; invests monies as necessary to yield highest return; arranges and conducts bid sales, house sales and auctions; closes estates; opens burial trusts and makes funeral arrangements.

Prepares federal and state income tax returns for conservatees and decedents.

Attends court hearings, staff and family conferences or other scheduled meetings with or in the absence of conservator.

Assistant Public Guardian/Public Administrator  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08  
Rev.- 07/01/11

M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #11-7/5/11

Prepares accountings, reports, memos and correspondence.

Performs general administrative / bookkeeping work as required, including but not limited to copying and filing documents, reconciling and balancing accounts, processing and filing various forms and reports, entering and backing up computer data, microfilming records, preparing department payroll, collecting and depositing various fees and payments, processing accounts payable and receivable, processing daily mail, securing office, etc.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Probate Code, Welfare and Institutions Code, Government Code, and other laws and regulations pertinent to public administration/guardian cases.

Principles and practices used in administering real and personal property of decedents' estates and conservatees.

Principles and practices of financial record-keeping and reporting.

Basics of abnormal psychology and individual and group behavior.

Community resources available to the mentally disabled, developmentally disabled and the elderly.

Modern office practices and technology, including the use of computers for data and word processing.

Ability to:

Make responsible life decisions for helpless, mentally disabled, developmentally disabled and/or incompetent individuals.

Interpret and apply complex codes, laws and regulations.

Deal tactfully and effectively with persons exhibiting symptoms of mental or developmental illness, senility and/or incompetence.

Transact complicated financial and business affairs; analyze situations and adopt effective courses of action.

Convert fiscal information fragments into a manageable estate.

Maintain complex financial records and prepare routine and special financial reports and statements.

Gather and analyze information and evaluate situations accurately; draw logical conclusions and adopt or recommend an effective course of action.

Prepare and present clear and concise reports; meet filing deadlines; type with speed and accuracy.

Maintain confidentiality.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in a legal setting handling Public Administrator / Guardian support duties, or two years of increasingly responsible experience in trust administration, estate management or credit and collection work, investigation, human services and social work that is related to management of persons and estates.

Training:

High school diploma or GED equivalent with additional specialized training in bookkeeping, basic accounting or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, Public Guardian Certification from the California State Association of Public Administrators, Public Guardians and Public Conservators.

Possession of, or ability to obtain, an appropriate California driver's license.

Classification Code:	3273925
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	357