



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Chief Deputy Public Administrator</u>	<b>NEW:</b> _____	<b>REVISED:</b> <u>X</u>
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Public Administrator</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>03/2017</u>
<b>DEPARTMENT:</b> <u>Public Administrator</u>		<b>JOB CODE:</b> <u>101</u>

**SUMMARY:**

With limited supervision, assists the Public Administrator as executor, administrator, personal representative, guardian, and conservator in the estates wherein he/she has been specifically appointed.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Acts as Guardian or Conservator of County protectees, assures that protectee resides in the best and least restrictive setting available; assures that protectee receives medical care and other services that are needed; visits each protectee as required by the court; attends care plan meetings; promotes and protects the care, comfort, safety, health, and welfare of the protectee; files petitions on behalf of protectees; and provides required consent on behalf of the protectee. Prepares legal documents and written communications for the courts, family members and financial institutions.

Manages the budgets for conservatorship estates and executes payments; reconciles and reviews bank accounts; and ensures financial compliance with benefits including Medicaid and Social Security. Establishes new estate files and performs closing procedures for deceased estates. Executes payments in the absence of Public Administrator. Reviews and approves applications prepared by the Account Specialist.

Examines thoroughness and accuracy of the work products of others; handles crisis situations of protectee case load and the case load of subordinates; works closely with department attorney and attends court hearing in the absence of Public Administrator. Supervises the work of clerical staff.

**KNOWLEDGE AND SKILL:**

1. Knowledge of federal, state and county laws and regulations related to safety, health care and financial security of protectees in the program
2. Knowledge of the basic principles of file maintenance, bookkeeping, case and records management
3. Knowledge of legal terminology and court processes and procedures
4. Knowledge of community resources in Boone County and surrounding areas
5. Knowledge of Boone County Policies and Procedures
6. Skill establishing and maintaining effective relationships with protectees
7. Ability to remain patient and informative in all situations
8. Skill in communicating effectively and producing written documents and written reports for public dissemination

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards; operating a motor vehicle. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Social Services or related field; two years of related experience.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*