



**DEPUTY PUBLIC ADMINISTRATOR I/II - AGING & ADULT SERVICES (OPEN & PROMOTIONAL)**

**\$4,410 - \$5,568 /Month**

**FINAL DATE FOR FILING: CONTINUOUS**

**THE POSITION**

The San Mateo County Health System is seeking qualified candidates for the position of **Deputy Public Administrator I/II - Aging & Adult Services** to, under general supervision, investigate and administer estates of decedents; marshal the assets, manage the affairs and conduct the business of estates in probate; review and approve payments of claims against estates; and locate heirs, determine heirship and distribute assets.

There are currently two vacancies in the Aging & Adult Services Division.

The **ideal candidate** is an organized professional with strong interpersonal and communication skills. Successful candidates will have a strong knowledge of financial instruments and terminology, basic financial market comprehension, the ability to keep organized and accurate accounting records and experience managing diverse workloads.

**SALARY**

Deputy Public Administrator I: \$4,410.00 - \$4,930.00/month

Deputy Public Administrator II: \$4,455.00 - \$5,568.00/month

**NOTE:** The list created from this recruitment may be used to fill future vacancies.

**QUALIFICATIONS**

**Education and Experience:** Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is: **Deputy Public Administrator I** - One year of experience either receiving, storing, disposing of and accounting for personal and real property, and interpreting, processing and maintaining complex legal documents regarding financial assets; **Deputy Public Administrator II** - one year of experience administering and conducting the business of estates in probate.

**Knowledge of:** Principles, practices and methods used in estate and financial conservatorship investment and disbursement; Probate Code and other applicable laws and regulations relating to estate management and disposal; methods and terminology related to the appraisal of real and personal property; practices related to the real property title recording and transfer; techniques for locating next of kin and other heirs; basic business data processing principles; and business arithmetic.

**Skill/Ability to:** Administer estates and safekeep assets and personal effects; conduct detailed investigations, obtain information, establish facts and draw valid conclusions; interpret, apply and explain County policies and adhere to laws related to assigned functions; organize, prioritize and coordinate work activities; organize and maintain accounting, inventory, appraisal and other detailed business records; prepare clear and concise correspondence, reports and other written materials; use initiative and sound independent

the public, especially in situations where relations may be strained.

### **APPLICATION/EXAMINATION**

**Anyone may apply.** San Mateo County and San Mateo County Superior Court employees who have worked with at least six months of continuous service in a permanent or probationary position prior to the final filing date receive preference points.

*A supplemental application form must be submitted in addition to our regular employment application form.* The examination will consist of an interview (weight: 100%). Depending on the number of applicants an application appraisal of education and experience may be used in place of other examinations or a screening committee may select those applicants whose education and/or experience appear to best meet the needs of the position based solely on the information provided in the application materials. Because of this screening process, all applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination.

**Apply immediately. This recruitment is open on a continuous basis and selections may be made at any time within the process.**

**IMPORTANT:** Applications for this position will only be accepted online. If you are currently on the County's website, you may click the '**Apply**' button above. If you are not on the County's website, please go to [www.smc.gov/hr/jobs](http://www.smc.gov/hr/jobs) to apply.

**San Mateo County is an Equal Opportunity Employer**

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