



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Chief Deputy Public Administrator	<b>NEW:</b> X	<b>REVISED:</b> _____
	_____	(Please check one)
<b>REPORTS TO:</b> Public Administrator	<b>FLSA:</b> Exempt	<b>DATE:</b> 10/11
<b>DEPARTMENT:</b> Public Administrator		<b>JOB CODE:</b> 101

**DEFINITIONS:**

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.)*

As Guardian, assures that ward resides in the best and least restrictive setting available; assures that ward receives medical care and other services that are needed; promotes and protects the care, comfort, safety, health, and welfare of the ward; provides required consents on behalf of the ward.

As conservatorship, assembles, takes possessions, and lists moneys, checks, notes, stocks and other securities, and all other personal property of any and all estates in the charge of the Public Administrator.

Deposits all money, checks, and other instruments for the payment of money in the bank account maintained by the public administrator for depositing of such funds; signs or countersigns any and all checks and other instruments for the payment of moneys out of such bank accounts in pursuance of general authorization by the Public Administrator in which the same are deposited.

Petitions for admittance to mental health facilities granting permission for necessary medical/psychiatric treatments; personally visits each protectee as required by the court; prepares inventories for new protectees; prepares final settlements for deceased protectees; prepares Public Administrator report.

Assist the Public Administrator by carrying the pager/beeper and cell phone when assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of federal, state and county laws and regulations related to safety, health care and financial security of wards 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.
5. Knowledge of Boone County Policies and Procedures.
6. Skill establishing and maintaining effective relationships with wards.
7. Skill in communicating effectively and producing written documents and written reports for public dissemination.

**MINIMUM QUALIFICATIONS:**

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

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)