Code: *1177*
Title: *PROPERTY SPECIALIST*

SUMMARY: Collects, inventories, liquidates and manages all personal and real property, insurances and personal services of Public Fiduciary wards and decedents.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Conducts searches and inventories personal and real property of wards and decedents of the Public Fiduciary under court orders and appointments;
Researches, assesses and implements methods for securing, removing, storing, shipping or abandoning personal and real property;
Coordinates and arranges auction, bid, sealed bid, bulk sale, estate sale or sale of real and personal property when it is necessary in order to maintain continued care of wards and decedents of the Public Fiduciary;
Prepares legal instruments for the conveyance of real and personal property and property rights;
Attend case staff meetings, provides specialized expertise in property matters and gives testimony in court proceedings relative to assigned cases;
Inspects real and personal property and assesses conditions in order to minimize ward/Public Fiduciary liabilities;
Reviews and assesses various insurance policies covering wards of the Public Fiduciary, and assures the maintenance of the insurance coverage;
Evaluates and manages personal services for wards, such as housekeeping, yard work, maintenance and property repair;
Compiles, maintains and verifies computerized information of personal, real property and property inventories of ward and/or decedents;
Reviews case files for accuracy in preparation of initial court inventories for the approval by the Public Fiduciary;
Prepares reports, memos and correspondence and responses to inquiries from the public.

KNOWLEDGE & SKILLS:

Knowledge of:
- inventory techniques and files maintenance procedures;
- real estate and insurance laws, practices and procedures;
- laws and regulations governing fiduciary and probate practices;
- methods and techniques used in property appraising and disposition.

Skill in:
- interpreting legal documentation relating to fiduciary responsibilities;
- maintenance and inspection of real and personal property;
- coordinating the sale or disposition of real and personal property;
- integrating and organizing large amounts of diverse information;
- establishing and maintaining effective working relationships with others;
- communicating effectively, both orally and in writing;
- use of automated information systems for manual preparation, recording data and report generation.

MINIMUM QUALIFICATIONS:

(1) Two years of experience in estate management, which includes management, administration or appraisal of at least one of the following: real or personal property, insurance and investment portfolios or probate cases.

OR

(2) Two years of experience as a paralegal specializing in estate law or probate law.

(Certification as a paralegal or an Associate Degree or a certificate of completion from an accredited college or technical school in a related field may substitute for one year of the aforementioned experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License may be required at time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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