

Code: 1576

Title: PUBLIC FIDUCIARY ASSET SUPERVISOR

SUMMARY: Supervises case assignments for management and disposition of personal and real property for court-appointed wards and decedent estates of the Public Fiduciary.

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

Supervises and monitors staff case loads involving the searches and inventories of all personal and real property of wards of the Public Fiduciary;
Determines and recommends what personal property must be removed, abandoned, stored or secured, the best methods of doing so and arranges the appropriate action;
Implements documentation procedures and supervises the asset inventory system for all property in the Public Fiduciary's custody;
Coordinates and supervises the sale of real and personal property by bid, sealed bid, bulk sales, auctions and estate sales for court-appointed wards and decedents of the Public Fiduciary;
Supervises and coordinates searches to establish valid ownership of property by examination of deeds, titles, instruments of conveyance and tax records;
Serves as departmental risk manager in assessing, monitoring and coordinating with other county entities on hazardous and dangerous conditions on the client's property;
Reviews staff recommendations and makes determinations for the purchase or cancellation of insurance policies and/or medical services of wards and decedents of the Public Fiduciary;
Supervises and monitors court appeals concerning the denial of benefits to the clients of the Public Fiduciary;
Supervises, trains, evaluates assigned staff and conducts their in-service training with outside agencies;
Analyzes case information to determine the needs regarding real and personal property of wards and decedents of the Public Fiduciary;
Establishes and maintains working relationships with other county departments and with local business people on behalf of wards and decedents;
Prepares initial court inventories, court reports and provides court testimony concerning the benefits, real estate sales and confirmation hearing of the client;
Maintains security and confidentiality of information created or encountered in the performance of assigned duties;
Signs documents as a designated representative of the Public Fiduciary.

KNOWLEDGE & SKILLS:

Knowledge of:

- laws and regulations pertaining to the appraisal, security and sale of real estate, real and personal property;
- methods and techniques of property appraisal sales;
- real estate and insurance terminology and instruments of transfer;
- principles and techniques of employee supervision, training and evaluation;
- inventory techniques and file maintenance;
- basic accounting principles;
- government regulations pertaining to benefits and insurance programs.

Skill in:

- coordinating arrangements for the sale of real estate and real and personal property;
- establishing and maintaining effective working relationships with others;
- communicating effectively;
- organizing information, preparing reports, keeping records and composing correspondence;
- property valuation and appraisals;
- supervising, training, staff/team development and evaluating subordinates;
- identifying environmental hazards and resolution procedures;
- locating, reviewing and interpreting legal documentation;
- use of automated information systems for documentation and report generation.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business or public administration, real estate or a closely related field as defined by the appointing authority and two years of experience in property management, real estate, appraisal or inventory control including one year of supervisory or management experience.

OR:

(2) Six years experience in the area of property management, real estate, appraisal, or inventory control including one year of supervisory or management experience.

Relevant education from an accredited college or university may substitute for three years of the aforementioned experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona drivers license with appropriate endorsement(s), as defined by the appointing authority.

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.