

Code: 7440

Title: PUBLIC FIDUCIARY

SUMMARY: The Pima County Public Fiduciary is statutorily authorized in accordance with Arizona Revised Statutes (ARS), Title 14, Chapter 5, Article 6. Administers court ordered adult guardianships, conservatorships for estates of adults and minors, serves as personal representative for decedent's estates, and is also responsible for oversight, supervision and management of a multi-disciplinary staff. The Public Fiduciary is responsible for identifying and implementing risk management strategies. This classification is appointed, unclassified and exempt for the Pima County Merit System Rules. Employee(s) in this classification are selected by the County Administrator with approval of the Board of Supervisors.

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

Provides oversight for all court appointed guardianship, conservatorship and probate administrations;
Pursuant to ARS 14-5651, serves as the licensed fiduciary for the Office of the Pima County Public Fiduciary;
Responsible for coordination and supervision of all legal matters, including routine fiduciary appointments, litigation, settlement negotiations and oversight of legal counsel;
Provides oversight and coordination of the indigent burial program and liaisons with the Office of the Medical Examiner, Mexican Consulate, local mortuaries, funeral and cemetery providers;
Responsible for development and review of all policies and procedures governing prudent fiduciary practice as well as assessment and management of potential liability, risks and ethical dilemmas;
Liaisons with the court, various governmental entities and community based service providers, to ensure target population receives appropriate fiduciary intervention and procedural changes;
Develops departmental policies and procedures to ensure compliance with relevant statutory, fiduciary and ethical standards of practice;
Manages client/estate assets through the selection, coordination and oversight of both internal and external property, financial and investment professionals;
Ensures staff prepares the required fiscal and administrative reports;
As the legal court-ordered guardian, makes bioethical medical decisions (in collaboration with physicians), such as termination of life support;
Serves as an advocate for its client population including developmentally disabled, mentally ill and elderly Pima County residents;
May carry a personal caseload for the Office of the Public Fiduciary.

KNOWLEDGE & SKILLS:

Knowledge of:

- applicable statutory, fiduciary, legal and ethical principles governing disability and probate practice;
- fiduciary banking regulations, asset management and investments;
- risk management principles;
- bioethical principles related to end of life issues;
- principles and techniques of management and supervision of staff.

Skill in:

- identifying, evaluating and managing risk;

