

NOTICE

The Office of the Public Administrator, New York County, an agency of the City of New York, has the following position available:

DEPUTY PUBLIC ADMINISTRATOR, NEW YORK COUNTY

Annual Salary Range: \$60,756 - \$82,020; Excellent Benefits

The appointment will be made by the Surrogates, New York County, pursuant to SCPA 1103.

ASSIGNMENT

The Deputy Public Administrator, New York County, is a Deputy Commissioner of the City of New York and serves in a confidential capacity. The Deputy Public Administrator assists the Public Administrator in overseeing the operation of the agency and the supervision of agency personnel.

The Public Administrator's office is responsible for administering the estates of persons who die without leaving a will and whose heirs are unwilling or unable to administer the estate. The Public Administrator protects the decedent's property from waste, loss or theft; makes appropriate burial arrangements when no close relative is available to make the decisions; conducts thorough investigations to discover all assets; liquidates assets at public sale or distributes assets to heirs; pays the decedent's bills and taxes; and locates persons entitled to inherit from the estate and ensures that the legal distributees receive their inheritance.

QUALIFICATIONS

Applicant must be a resident of the City of New York at the time of appointment.

Applicants should have one or more of the following:

- Knowledge of Surrogate's Court practice
- Experience in administration of an office with 10+ employees
- Minimum of Bachelor's Degree, with preference given to JD/LLB, MBA or MPA

Interested persons may apply by letter stating their qualifications, along with resume to:

**Surrogate's Court, New York County
Attn: Chief Clerk
31 Chambers Street
New York, NY 10007**

**DEADLINE FOR SUBMISSIONS IN RESPONSE
TO THIS POSTING IS OCTOBER 22, 2010**

**EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS
WITH DISABILITIES ARE ENCOURAGED TO APPLY**