

*Office of the
PUBLIC ADMINISTRATOR
of Kings County*



Bruce L. Stein, Esq.
Commissioner

www.nyc.gov/kcpa

DEPUTY PUBLIC ADMINISTRATOR, KINGS COUNTY

Kings County Surrogate's Court seeks applicants for appointment as Deputy Public Administrator. Pursuant to Article 11 of the Surrogate's Court Procedure Act, the Public Administrator's Office is charged with administering the estates of persons who die without a Will and whose heirs are unwilling or unable to administer the estate.

The Deputy Public Administrator assists the Public Administrator in administering estates. The Deputy works closely with The Public Administrator in all phases of estate administration supervises the administration of small estates and personal property inventory, and oversees the preparation of all governmental filings of the office.

The Deputy Public Administrator will perform the same duties of the Public Administrator in his absence.

Kings County residency is required.

A detailed description of the job duties and qualifications of the position are available on our website, www.nyc.gov/kcpa.

Any person disqualified from receiving an appointment pursuant to rule 36.2(c) of the Rules of the Chief Judge will not be considered for appointment to this position.

Interested persons may apply by letter stating their qualifications and accompanied by their resume to:

Bruce L. Stein, Esq.
Kings County Public Administrator
360 Adams Street, Room 144
Brooklyn, New York 11201

Applications must be received no later than June 30th 2011

An Equal Opportunity Employer
Women, minorities and individuals with disabilities are encouraged to apply.

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