

CHIEF DEPUTY PUBLIC GUARDIAN/CONSERVATOR**DEFINITION**

Under supervision, provides Public Guardian/Conservator services in the County Social Services Department; performs a variety of administrative and support duties in protecting the assets and health of people adjudicated as conservatees under the Public Conservators Office; carries out Public Guardian functions for persons who come under the jurisdiction of the County such as investigating the medical, psychological, financial and social background of persons referred for Conservatorship; provides ongoing case management services and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification that is part of the Adult Protective Services (APS) services team. This classification is responsible for carrying out day-to-day activities that preserve the health, safety and well-being of conservatees who are under the jurisdiction of the County Public Guardian/Conservator and those persons accepted by referral for Representative Payee services. Performance of responsibilities requires knowledge of and the ability to learn complex legal, financial, and social services casework functions and responsibilities.

REPORTS TO

Social Services Director/Public Guardian/Public Conservator and Assistant Director/Program Manager

CLASSIFICATIONS DIRECTLY SUPERVISED

Deputy Public Guardian/Conservator I and II

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EXAMPLES OF DUTIES

- Plans, organizes, coordinates, and oversees Public Guardian/Conservator functions; reviews court documents and determines course of action to fulfill assigned responsibilities.
- Ensures that court mandates are achieved.
- Prepares and files appropriate Court documents.
- Investigates conservatorship referrals and determines the type of conservatorship needed, as well as the availability of other conservatorship options such as relatives.
- Completes forms and carries out processes for State and County aid programs.
- Meets with medical staff, social security representatives, social services staff, and mental health staff to develop resources for the appropriate assistance of clients.
- Maintains telephone contact with relatives and friends of clients.
- Works with County Counsel staff regarding legal matters related to the services provided by Guardian/Conservator.
- Makes Court appearances as necessary.
- Attends conferences to develop and maintain information concerning status and condition of conservatees.
- Attends multi-disciplinary meetings as necessary to coordinate case management services and to resolve case problems.
- Insures that conservatees and other customers receive available funds in a timely manner.
- Arranges for and conducts auctions as necessary.
- Performs inventories, appraisals, and storage of client property.
- Coordinates sale of property when necessary.
- Notifies relatives of the death of conservatees and plans for burial and estate disposition.
- Arranges for and/or transports conservatees to appointments.
- Makes quarterly visits to conservatees or as necessary.
- Assists in performing investigations of Elder and Dependent Adult abuse or neglect when it is determined based upon the information in the initial referral that the Elder or Dependent Adult may be in need of a Conservator.
- Take reports of Elder and Dependent Adult abuse or neglect from the public and community agencies and assist in determining the most appropriate course of action and / or referrals to community agencies.
- Develops and maintains a variety of accounting and fiscal records.
- Performs bank reconciliations.
- Operates office equipment and a computer.
- Performs on-call duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

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TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside of the office; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions and responsibilities of the County Public Guardian/Conservator.
- Rules, laws, and regulations governing the functions of the County Public Guardian/Conservator function.
- Court documents and legal procedures related to the operation of the County Public Guardian/Conservator.
- Principles of providing assistance to clients.
- Client problems requiring referral to other organizations and support services.
- Interviewing and record keeping techniques.
- Accounting and fiscal recordkeeping.

Ability to:

- Perform and carry out a variety of the functions of the County Public Guardian/Conservator.
- Analyze case problems and develop appropriate courses of action to meet client needs and requirements.
- Interview people, identify needs, and make appropriate referrals.
- Analyze and interpret laws and regulations related to Public Guardian/Conservator functions.
- Review and analyze a variety of court documents, fiscal records, and accounting information.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Elicit factual information from clients in difficult circumstances of deprivation or emotional disturbance.
- Develop community referral resources for clients.
- Effectively represent the Public Guardian/Conservator in contacts with the court system, clients, service providers, the public, community organizations, and other government's agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience:

Qualifications needed for this position:

Option One:

Completion of 24 semester units with emphasis in business or public administration, financial management and/or investment, social work/welfare, behavioral science, or a related field, **AND**

Four years of experience in estate, financial or budgetary management, estate investigation work or providing case worker service to incompetent, disabled or needy persons.

Option Two:

A Bachelor's Degree from an accredited college with a major in social work, social welfare, human services, public administration, or business administration, **AND**

Two years' experience in financial or budgetary management, estate investigation work or providing case worker service to incompetent, disabled or needy persons

Option Three:

Successful completion of a paralegal curriculum approved by the American Bar Association or Graduation from Law School, **AND**

Two years' experience in financial or budgetary management, estate investigation work or providing case worker service to incompetent, disabled or needy persons

Note: Additional *qualifying experience may be substituted for the required education on a month-for-month basis.

**Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.*

Special Requirements: Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required. Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code, section 11105.3 of the California Penal Code, and the ability to be bonded.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.