

DEPUTY PUBLIC GUARDIAN/CONSERVATOR I

DEFINITION

Under general supervision, to learn and assist with Public Guardian/Conservator services in the County Social Services Department; to learn and perform a variety of support assignments in guarding the assets and protecting the health of people placed as conservatees under the Public Guardian/Conservators Office; to learn and carry out Public Guardian functions for persons who come under the jurisdiction of the County; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Deputy Public Guardian/Conservator class series. Incumbents are expected to learn and develop the capability to perform specialized assignments assisting with the day-to-day operations of the Public Guardian/Conservator Office. When the full scope of Deputy Public Guardian/Conservator responsibilities has been learned and sufficient work skills have been demonstrated, incumbents may be promoted to the Deputy Public Guardian/Conservator II level. Responsibilities are performed with greater supervision and less independence than positions allocated to the Deputy Public Guardian/Conservator II class.

REPORTS TO

Assistant Public Guardian/Conservator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Learns and assists with the conduct and completion of Public Guardian/Conservator functions.
- Learns and assists with reviewing court documents and determining a course of action to fulfill assigned responsibilities.
- May assist with the preparation and filing of appropriate Court papers.
- Learns and assists with investigating conservatorship referrals and determining the type of conservatorship needed, as well as the availability of other conservators.
- Completes forms and carries out processes for State and County aid programs.
- Makes home visits to provide assistance for clients.
- Meets with medical staff, social security representatives, social services staff, and mental health staff to develop resources for the appropriate assistance for clients.
- Maintains telephone contact with relatives and friends of clients.
- May make Court appearances as necessary.
- Attends conferences to develop and maintain information concerning status and condition of clients.
- Attends multi-disciplinary meetings required to resolve case problems.
- Insures that clients receive available funds.
- Learns and assists with setting up and conducting 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.
- Transports conservatees to appointments.
- Makes quarterly visits to conservatees.
- Learns and assists with the development and maintenance of a variety of accounting and fiscal records.
- Performs bank reconciliations.
- Operates office equipment and a computer.
- May be required to perform 50% of all on-call duties.

TYPICAL PHYSICAL REQUIREMENTS

May perform tasks requiring physical strength for moving client property, lift items weighing up to 75 pounds, and assist lifting clients up to 160 pounds. May assist disabled clients in and out of facilities, automobiles, wheel chairs and doctor's offices. 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 performed in the office approximately 70%; outside work is 30% with staff, clients, client property, and public contact.

SPECIAL WORKING CONDITIONS

Exposure to: Silica dust such as asbestos in old homes of clients; poison oak and insects in yards of clients; infections from needles, syringes, lice, scabies, fleas, deer mice, and staph infections; odors such as human and animal feces, urine-soaked beds, unwashed clients that smell of old alcohol and unwashed clothes. (Some of the diseases you might be exposed to are: Various forms of Hepatitis, Staph, and Hantavirus).

DESIRABLE QUALIFICATIONS

Knowledge of:

- 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:

- Learn the functions and responsibilities of the Public Guardian/Conservator Office.
- Learn and assist with carrying out a variety of the functions of the County Public Guardian/Conservator Office.
- Learn, interpret and apply the rules, laws, and procedures applicable to the Public Guardian/Conservator function.
- Read and interpret a variety of material.
- Interview people, identify needs, and make appropriate referrals.
- Learn to 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 Office in contacts with the clients, service providers, the public, community organizations, and other governments agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of general office support and fiscal recordkeeping experience, including experience in a position requiring considerable public contact.

Advanced level coursework in social or behavioral science, public administration, or business administration is desirable.

Special Requirement: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.