

DEPUTY PUBLIC GUARDIAN/CONSERVATOR II

DEFINITION

Under general supervision, to assist with Public Guardian/Conservator services in the County Social Services Department; to 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 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 experienced working level in the Deputy Public Guardian/Conservator class series. Incumbents are expected to perform specialized assignments assisting with the day-to-day operations of the Public Guardian/Conservator Office. Performance of responsibilities requires knowledge of the scope of Public Guardian/Conservator functions and responsibilities.

Incumbents may occasionally serve as Public Guardian/Conservator in the absence of the Assistant Public Guardian Conservator and the Public Guardian/Conservator. Responsibilities are performed with greater independence and less supervision than positions allocated to the Deputy Public Guardian/Conservator I class.

REPORTS TO

Assistant Public Guardian/Conservator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Assists with the conduct and completion of Public Guardian/Conservator functions.
- 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.
- 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.
- 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.
- Assists with the development and maintenance of a variety of accounting and fiscal records.
- Performs bank reconciliations.
- Operates office equipment and a computer.
- Performs on-call duties as assigned.
- Occasionally serves as Public Guardian/Conservator as needed.

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.

TYPICAL WORKING CONDITIONS

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

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DESIRABLE QUALIFICATIONS

Knowledge of:

- The functions and responsibilities of the County Public Guardian/Conservator Office.
- 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:

- Assist with carrying out a variety of the functions of the County Public Guardian/Conservator Office.
- 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.
- 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 government's 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 experience in comparable to that of a Deputy Public Guardian/ Conservator I with Plumas County.

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.