

## **CHIEF DEPUTY PUBLIC GUARDIAN/CONSERVATOR**

### **DEFINITION**

Under general supervision, to provide Public Guardian/Conservator services in the County Social Services Department; to perform a variety of administrative and support assignments in guarding the assets and protecting the health of people placed as conservatees under the Public 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 a specialized classification responsible for assisting with and carrying out the day-to-day operations of the Public Guardian/Conservator Office. Performance of responsibilities requires in-depth knowledge of the full scope of Public Guardian/Conservator Office functions and responsibilities.

### **REPORTS TO**

Social Services Director/Public Guardian/Public Conservator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Deputy Public Guardian/Conservator I and II.

## **CHIEF DEPUTY PUBLIC GUARDIAN/CONSERVATOR - 2**

### **EXAMPLES OF DUTIES**

- Assists with planning, organizing, coordinating, and overseeing 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 papers.
- Investigates conservatorship referrals and determines 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.
- 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.
- Works with County Counsel legal staff regarding issues 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 clients.
- Attends multi-disciplinary meetings required to resolve case problems.
- Insures that clients receive available funds.
- Sets up 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.
- Transports conservatees to appointments.
- Makes quarterly visits to conservatees.
- 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.

### **TYPICAL WORKING CONDITIONS**

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

## **CHIEF DEPUTY PUBLIC GUARDIAN/CONSERVATOR - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Functions and responsibilities of the County Guardian/Conservator Office.
- Rules, laws, and regulations governing the functions of the County Guardian/Conservator function.
- Court documents and legal procedures related to the operation of the County 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.
- Principles of supervision, training, and work evaluation.

#### **Ability to:**

- Perform and carry out a variety of the functions of the County Public Guardian/Conservator Office.
- Supervise, train, and evaluate assigned staff.
- 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.

## CHIEF DEPUTY PUBLIC GUARDIAN/CONSERVATOR - 4

**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:

Two (2) years of progressively responsible work experience in working with and carrying out the responsibilities of a public guardian/conservator office or working as private conservator.

Advanced in social or behavioral science, public administration, or business administration is highly desirable. Twelve Semester units in an appropriate field may be substituted for one (1) year of the required experience.

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