



CLASS SPECIFICATION

Class Code: 60019000
Date Established: 09/2021
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

LEAD PUBLIC ADMINISTRATOR ESTATE INVESTIGATOR

DEFINITION

Under general direction, provides lead direction over Public Administrator Estate Investigators and performs duties related to securing, inventorying, preserving and overseeing the proper disposal of property and assets of deceased persons in those instances provided by law; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree in criminal justice or a closely related field AND one-year full-time experience as a Public Administrator Estate Investigator; Full-time experience in investigative work in one or more of these areas: law enforcement, tax, insurance or credit investigations can be substituted for education on a year-for-year basis; OR an equivalent combination of training and experience

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Provides lead direction to Public Administrator Estate Investigators.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Lead, plan and review the work of Public Administrator Estate Investigators; provide training in proper work methods and techniques; provide input for performance evaluations.

Verify work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards, procedures, laws, and regulations.

Oversee and lead assigned program area(s) by reviewing and recommending improvements in work methods, techniques, systems and equipment.

Perform technical and analytical work of an in-depth, complex, or sensitive nature in the area of assignment to assist in meeting service goals and objectives for the division/department.

May perform any of the Examples of Duties found on the Public Administrator Estate Investigator job class specification.

Carry a caseload of estate investigations, including the more complex and specialized estates.

Participate in the recruitment and selection process of staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Operations, functions and legal responsibilities of the Washoe County Public Administrator.

Management information systems and software programs used in the assigned area.

Best practices regarding investigative, interviewing, skip tracing, and inventorying methods.

Ability to:

Plan, organize and review the work of Public Administrator Estate Investigator staff

Train, lead, coach and assist in the development of staff members.

Understand the organization and operation of Washoe County and outside agencies as necessary to assume assigned duties.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Investigative techniques, methods and procedures.

Nevada Revised Statutes, laws, and County regulations applicable to the assigned function.

Interviewing techniques, methods, and procedures.

Skip tracing techniques, methods, and procedures

Inventorying techniques, methods and procedures

Ability to:

Perform comprehensive estate investigations and personal property inventories with minimal guidance and supervision.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards including departmental policies and procedures.

Write clear, accurate and concise reports.

Maintain confidential data and information.

Communicate effectively with a variety of County offices, private attorneys, real estate brokers, title companies, and the public.

Establish and maintain effective working relationships with staff, coworkers, the public and others contacted during the course of an investigation.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to operate office equipment including computers, telephones, calculators, copiers and fax machines. Ability to work outside in various types of weather and independently travel to various locations. Ability to lift, carry and otherwise move objects weighing up to 100 lbs. Ability to tolerate exposure to the elements, dust and possibly toxic substances. Ability to climb, stoop, kneel, crouch, reach and grasp objects in the course of performing inventories.