



CLASS SPECIFICATION

Class Code: 60019775
Date Established: 10/2025
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

DEPUTY PROBATE ESTATE MANAGER I

DEFINITION

Under direct supervision, receives training and performs entry level work related to securing, inventorying, preserving and overseeing the proper disposal of property and assets of deceased persons in those instances provided by law; conducts heir research; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree in criminal justice, social work, sociology, archaeology, forensic science, or a closely related field OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Deputy Probate Estate Manager classification series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents receive continuous training on probate estate case management duties and perform basic assignments under close supervision. It is distinguished from the Deputy Probate Estate Manager II in that incumbents do not complete journey level assignments, carry a full caseload, or work in the field unsupervised.

SUPERVISION EXERCISED

Exercises no supervision.

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

Receive training on the proper methods used to conduct initial on-site investigations of premises which includes taking photographs, recording observations, interviewing witnesses and collecting/preserving evidence and personal effects in deaths where no next-of-kin are immediately available, searching for legal assets, wills, pertinent documents and other assets, and indications of a deceased person's preference for the disposal of stocks, bonds, cash and other assets.

Participate in investigative work performed at death scenes involving chemical decomposition as the result of fires, suicides, and homicides.

Assist with investigations to guide the disposal of estate assets by contacting financial institutions and local agencies to gather more precise information on the decedent.

Assist in determining what referrals are appropriate for the office; conduct heir research to locate heirs and discuss the estate with the heirs to determine if they are willing and/or able to handle the estate.

Review all Court documents to ensure all matters relating to tangible property are properly reported to the Court.

Inventory personal property (e.g. furniture, firearms, jewelry, clothing) of deceased in residences and/or nursing homes, hospitals and other care facilities, secure residences and assume custody of property as appropriate, to ensure preservation of property for release to proper beneficiaries.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Department/division policies and procedures.

Legal responsibilities and functions of the Washoe County Public Administrator.

Nevada Revised Statutes, laws, and County regulations applicable to the disposal of estate property.

Basic household maintenance required to secure vacant homes.

Basic methods and techniques to prevent the spread of infectious and contagious diseases.

Interviewing techniques.

Research techniques including using the Internet.

Inventory methods and techniques.

Ability to:

Demonstrate an understanding of the fundamentals of probate estate management.

Interact effectively with tact and diplomacy in dealings with grieving family members, next of kin, and others involved in the estate of a deceased person.

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.

Ability to:

Communicate clearly and concisely, both in writing and orally.

Maintain confidential data and information.

Operate a personal computer and a variety of software.

Establish and maintain effective and positive 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 professional 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, possibly toxic biohazardous substances, and hoarding conditions. Ability to climb, stoop, kneel, crouch, reach and grasp objects in the course of performing inventories.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.