

County of Santa Cruz

INVITES YOU TO APPLY FOR:



DEPUTY PUBLIC ADMINISTRATOR

Supplemental Questionnaire Required

Open and Promotional
Job # 24-DH7-01

Salary: \$6,987 – 9,320 / Month

Closing Date: Continuous

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

LAST DATE TO APPLY: Continuous – Applicants are encouraged to apply as soon as possible. This recruitment may close once a sufficient number of qualifying applications have been received.

THE JOB: Under direction, plan, organize and manage the functions, services and staff of the Public Administrator's Division of the District Attorney's Office; investigate and administer estates; and perform other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of increasingly responsible experience which would demonstrate possession of the required knowledge and abilities listed below.

Special Requirements: Ability to be bonded; and possess and maintain a valid California Class C Driver's license or the employee must be able to provide suitable transportation which is approved by the appointing authority.

Knowledge: Working knowledge of the principles, practices and methods used in estate administration; the principles and techniques used in estate and financial investigations to determine decedents' assets, including real property, stocks, bonds and bank deposits; laws and regulations related to probate and estate



management; accounting principles and business management techniques in evaluating and preparing financial records, real property transactions and contracts; and basic concepts involved in wills, insurance policies, deeds and contracts. Some knowledge of the principles and techniques of supervision and training; and the application of data processing to office operations.

Ability to: Plan, organize and supervise the Countywide Public Administration program; plan, assign and evaluate the work of staff; Administer the estates of decedents, including paying taxes, managing real property, and safekeeping personal effects; assist in planning, designing and implementing automated record keeping systems; recognize and analyze problems, gather relevant data, establish facts and draw relevant conclusions; conduct investigations and gather information on financial resources, real property and other assets of deceased persons, including the location of heirs or other interested parties; deal courteously and tactfully with persons contacted in course of work, including distraught persons in difficult personal situations; read and interpret complex legal documents; prepare concise written and oral reports, correspondence and documents; prepare and monitor budgets; read, interpret, explain and apply laws, regulations and policies which apply to the administration of estates; perform physical tasks such as moving and lifting objects on an intermittent basis; and input, access and analyze data using a computer.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months, and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

DEPUTY PUBLIC ADMINISTRATOR – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Please describe your experience conducting investigations, gathering data and providing complex information to individuals in stressful situations.
2. Describe your accounting and business management experience as it relates to evaluating and preparing financial records, real property transactions and contracts.
3. Please describe your knowledge and experience interpreting laws and statutes related to probate and estate management.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com