**Hill County**

**Office of Public Administrator**

**JOB DESCRIPTION**

***Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability.*** *Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Public Administrator Department: Commissioner’s Office**

**Job Overview:** Appoint or serve as conservator for a person(s) in need, for the effective management of the person’s property or affairs and that the person has no relative, friend, or other appropriate person who is able and willing to serve for the person.

**Essential Functions (Major Duties or Responsibilities):**

Determine indigent status, estate management, procure letters of administration (bond and oath), commence actions for recovery of property, examine and recommend action for misappropriation of estate, compile inventory of estate, order account and delivery of estate.

Track and monitor register which includes: name of deceased parties, granting letters, money received, property and its value, sales of property, public administrator’s fees, expenses, disposition of property, and discharge of administrator.

Recordkeeping and monthly audit of accounts required. Provide reports and information as needed.

Office of the Public Administrator may be elected, appointed by local government commission or presiding officer, as provided by ordinance, and discretion of the commission.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.