

NOTICE

The Surrogate's Court, Kings County has the following position available:

PUBLIC ADMINISTRATOR, KINGS COUNTY

Annual Salary Range: \$156, 600

Although appointments will be made by the Surrogates, the successful candidate will be an employee of the City of New York.

ASSIGNMENT: The Public Administrator, Kings County, serves in a confidential capacity and is responsible for administering the estates of person who die without leaving a will and whose heirs are unwilling or unable to administer the estate, pursuant to Article 11 of the Surrogate's Court Procedure Act. The Public Administrator protects the decedent's property from waste, loss or theft; makes appropriate burial arrangements when no close relative is available to make the decisions; conducts thorough investigations to discover all assets; liquidates assets at public sale or distributes assets to heirs; pays the decedent's bills and taxes; and locates persons entitled to inherit from the estate and ensures that the legal distributees receive their inheritance.

QUALIFICATIONS: Applicants must be at least 18 years of age.

Kings County residency is required for appointment.

Applicants with knowledge of Surrogate's Court practice, as well as with experience in complex administration of an office, will be given preference.

Bar Admission may be given preference.

Any person disqualified from receiving a fiduciary appointment pursuant to Rule 36.2(c) of the Rules of the Chief Judge will not be considered for appointment.

Interested persons may apply by letter stating their qualifications and accompanied by their resume to:

**Surrogate's Court, Kings County
2 Johnson Street
Brooklyn, New York 11201
Attention: Doreen Quinn, Chief Clerk**

APPLICATIONS MUST BE RECEIVED NO LATER THAN JULY 31, 2014

**AN EQUAL OPPORTUNITY EMPLOYER, WOMEN, MINORITIES, AND INDIVIDUALS WITH
DISABILITIES ARE ENCOURAGED TO APPLY.**